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SAN FRANCISCO
BOARD OF SUPERVISORS
GOVERNMENT EFFICIENCY
AND LABOR COMMITTEE
MINUTES

This volume includes Calendars and Budget Analyst Memoranda.
Minutes of the meetings in this volume are not available.

CALENDAR

DOCUMENTS DEPT.

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, OCTOBER 6, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

* * * * *

Disability Access

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
 - (a) File 148-93-8. [Grant – Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$1,075,000 from the Transportation Enhancement Activities Program for three projects associated with the reconstruction of the Embarcadero Roadway. (Department of Public Works)
 - (b) File 146-93-38.1 [Release of Funds] Requesting release of reserved funds, Department of Public Health, AIDS Office, in an amount totalling \$130,000, for two contractors, to provide psychosocial support for HIV infected youth (\$49,366 Bay Area Young Positives ("Bay Positives") and \$80,634 Larkin Street Youth Center. (Department of Public Health)
 - (c) File 192-93-5.1. [Release of Funds] Requesting release of reserved funds, Department of Parking and Traffic, in the amount of \$177,504, for a consultant traffic study about Central Freeway alternatives (Wilbur Smith Associates, contractor). (Department of Public Health)
 - (d) File 94-93-7. [Grant – Federal Funds] Resolution authorizing the General Manager of the Public Utilities Commission to apply for, accept and expend funds of \$50,000; which includes indirect costs of \$15,100, based on fifty percent of personnel costs plus two percent of non-labor expenses; from the U.S. Department of Energy and the Urban Consortium for energy management activities; ratification of action previously taken. (Public Utilities Commission)
 - (e) File 94-93-8. [Grant – Federal Funds] Resolution authorizing the Public Utilities Commission to apply for accept and expend \$352,000 of Federal Enhancement Program Assistance and \$48,000 from various local match sources such as from State Transit Capital Improvement funds, State Urban Rail Bonds funds, State Clean Air and Transportation Improvement Act Bond funds, Regional Local Match funds such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenue, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, and/or the San Francisco County Sales Taxes for the 19th Avenue Passenger Platforms. (Public Utilities Commission)
 - (f) File 146-93-54. [Grant – Private Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend a grant of \$44,505, which includes indirect costs in the amount of \$5,805, based on fifteen percent of the total award, from the Design Industries Foundation for AIDS (DIFFA) to support the AIDS Prevention Planning Project. (Department of Public Health)

- (g) File 147-93-8. [Grant Federal Funds] Resolution authorizing the San Francisco Public Library to apply for funds not to exceed \$20,000 available through the California State Library from the Library Services for immigrant populations for the Fiscal Year 1993-94; waiving indirect costs. (Public Library)

ACTION:

REGULAR MEETING

2. File 27-93-13. Hearing to consider the anticipated revenue to the City and County from the proposed contract for door-to-door van service with San Francisco International Airport and whether it needs approval by the Board of Supervisors. (Supervisor Hallinan)
(Continued from 9/1/93)

ACTION:

3. File 102-93-3. Hearing to consider the process of elimination of civil service security guard positions and their proposed replacement by non-civil service Sheriff's cadets. (Supervisor Hallinan)
(Continued from 9/22/93)

ACTION:

4. File 97-93-28. [Use of City Vehicles] Ordinance amending Administrative Code by amending Section 4.11 to delete the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees and instead to authorize the Department Head to assign vehicles upon written justification from the individual officer or employee requesting the vehicle; to allow an exception to the prohibition against employees of the City and County using City vehicles for transportation to and from the employee's residence for any employee who is on call for work after his or her normal workday, for forensic pathologists employed by the Office of the Medical Examiner/Coroner using City vehicles for transportation in order to investigate death scenes before and after normal work hours, requiring the Medical Examiner/Coroner to keep records and requiring said records to be open to inspection by the Mayor and the Board of Supervisors; and to allow employees to garage City vehicles at their places of residence during non-work hours. (Supervisor Hallinan)
(Continued from 9/22/93)

ACTION:

5. File 127-92-10. [Fictitious Business Name Filing Requirement] Ordinance amending Article 12B of Part III of Municipal Code by adding Section 1007.3 to require persons filing a statement of fictitious business name pursuant to Section 17900 et seq. of the California Business and Professions Code to provide proof of compliance with business tax registration requirements. (Supervisor Kennedy)

ACTION:

6. File 65-93-7. [Lease Termination Agreement] Ordinance approving the lease termination agreement; providing for the execution of the lease termination agreement; authorizing the General Manager of the Public Utilities Commission to make changes to the lease termination agreement; authorizing City officials to execute and deliver any document necessary to implement this ordinance; and ratifying any action previously taken in connection with this ordinance. (Public Utilities Commission)

ACTION:

7. File 93-93-11. [Memorandum of Understanding] Resolution adopting Memorandum of Understanding between the City and County of San Francisco and the Municipal Executives Association for the Airport Police Chief and Airport Deputy Police Chief Classifications. (Employee Relations Division)

ACTION:

8. File 93-93-12. [Airport Police Management – MOU] Ordinance implementing the Fiscal Provisions of the Memorandum of Understanding between the Municipal Executive Association and the City and County of San Francisco pursuant to Charter Section 8.590-1 et. seq. for Airport Police Chief and Airport Deputy Police Chief Classifications. (Employee Relations Division)

ACTION:

9. File 93-93-13. [Airport Police – MOU] Ordinance implementing the Fiscal Provisions of two Memorandum of Understanding between the San Francisco Airport Police Officers Association and the City and County of San Francisco pursuant to Charter Section 8.590-1 et. seq. (Employee Relations Division)

ACTION:

10. File 17-93-1. [Loss of Inventory] Resolution requesting the Board to adjust the City's inventory records because of the loss of police equipment (police vehicle California License Number 1JQG391). (Police Commission)

ACTION:

11. File 25-93-25. [Contracting Out City Services] Resolution concurring with the Controller's certification that security services at Candlestick Park can be practically performed by private contractor for a lower cost than similar work services performed by City and County employees. (Recreation and Park Department)

ACTION:

12. File 25-93-26. [Contracting Out City Services] Resolution concurring with the Controller's certification that Senior Transportation/Escort Services can be practically performed for the Commission on the Aging by a private contractor for a lower cost than similar services performed by City and County employees. (Commission on the Aging)

ACTION:

13. File 25-93-27. [Contracting Out City Services] Resolution concurring with the Controller's certification that uniformed security services can be practically performed for the Public Utilities Commission by a private contractor for a lower cost than similar services performed by City and County employees. (Public Utilities Commission)

ACTION:

14. File 38-93-10. [Acceptance of Gift] Resolution authorizing the San Francisco Public Library to accept and expend a gift in the amount of \$955,106 from the San Francisco Library Foundation for the operation of the Telephone Information Program for Fiscal Years 1993/94 and 1994/95. (Public Library)

ACTION:

15. File 38-93-11. [Acceptance of Gift] Resolution authorizing the San Francisco Public Library to accept and expend a gift in the amount of \$340,395 from the San Francisco Library Foundation for the implementation of the Referral Center and Operations of the Online Community Access Program at the San Francisco Public Library for Fiscal Year 1993/94. (Public Library)

ACTION:

16. File 39-93-1. [Grand Jury Reports] Transmitting the 1992-93 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)

Civil Service Commission
City Planning
Mayor – Overtime

Public Health Department
Recreation and Park
Public Utilities

ACTION:

17. File 64-93-23. [Extension Real Property Lease] Resolution authorizing extension of two certain existing leases of real property for the Department of Social Services. (Real Estate Department)

ACTION:

18. File 64-93-24. [Real Property Lease] Resolution authorizing a lease of real property at 729 Filbert Street to be used as an Outpatient Mental Health Clinic by the Department of Public Health. (Real Estate Department)

ACTION:

19. File 64-93-25. [Real Property Lease] Resolution authorizing a lease of real property at 2801-A 25th Street for the Department of Public Health's Rape Treatment Center. (Real Estate Department)

ACTION:

20. File 68-93-4.1. [Home Program Amendment] Resolution approving amendment of the program description for the 1993 Home Program; no direct or indirect costs will be incurred. (Mayor's office of Housing)

ACTION:

21. File 89-93-8. [State Disability Insurance] Resolution authorizing enrollment of Classification 5504 Project Manager in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

22. File 172-93-31. [Hold Harmless Provision] Resolution approving a hold harmless provision for the Very Small Quantity Generator Hazardous Waste Pilot Collection Program jointly operated by Sanitary Fill Company and the Chief Administrative Officer. (Supervisor Hallinan)

ACTION:

23. File 172-93-32. [State Contract] Resolution approving the San Francisco City and County Performance Contract for Mental Health Services in Fiscal Year 1992-93. (Department of Public Health)

ACTION:

24. File 172-93-33. [Contract Modification] Resolution authorizing the Municipal Railway to modify an existing contract with Morrison Knudsen Corporation (MK). (Public Utilities Commission)

ACTION:

25. File 172-93-34. [Mutual Aid Agreement] Resolution authorizing the General Manager of the Public Utilities Commission to execute a Mutual Aid Agreement with other water agencies in State OES Region 2. (Public Utilities Commission)

ACTION:

26. File 199-93-1. [Jurisdictional Transfer] Resolution transferring jurisdiction of Lot 5 in Assessor's Block 766 (former Traffic Engineering Building at 460 McAllister Street) from the Retirement System to the Real Estate Department; and adopting finding pursuant to City Planning Code Section 101.1. (Real Estate Department)

ACTION:

CLOSED SESSION

27. File 45-93-66. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Arturo Lopez against the City and County of San Francisco by payment of \$57,500. (City Attorney)

ACTION:

28. File 45-93-67. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Donna Ritter against the City and County of San Francisco by payment of \$6,000. (City Attorney)

ACTION:

29. File 45-93-68. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Maria and Sergio Tapia against the City and County of San Francisco by payment of \$12,500. (City Attorney)

ACTION:

30. File 46-93-14. [Settlement of Lawsuit] Ordinance authorizing settlement of Thomas Spurlock v. Michael Alexics, et al., upon receipt of the sum of \$5,000 less one-half court costs and dismissal of complaint. (City Attorney)

ACTION:

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 4, 1993

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 148-93-8

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Department of Public Works to apply for, accept and expend new Federal funds in the amount of \$1,075,000 from the Transportation Enhancement Activities Program for three projects associated with the reconstruction of the Embarcadero Roadway.

Grant Amount: \$1,075,000

Grant Period: July 1, 1994 through June 30, 1996 (two years)

Source of Funds: Federal Transportation Enhancement Activities Program

Description: The DPW is proposing to use the proposed Federal grant funds to pay for the following three projects associated with the reconstruction of the Embarcadero Roadway:

The Waterfront Tree Enhancement Project

A total of 50 Canary Island Palm trees and 117 Sycamore trees would be planted along the median and landside promenades of the newly reconstructed Embarcadero Roadway between Broadway and North Point Street. Additionally, 323 Sycamores would be planted along the newly reconstructed King Street from Third Street to Sixth Street. The DPW's estimated budget of \$794,640 (\$500,000 Federal grant plus \$294,640 in local match) for this project, is detailed below:

	<u>Unit Price</u>	<u>Cost</u>	
<u>North Embarcadero Planting</u>			
114 Sycamores, 36-in. box	\$500	\$57,000	
3 Sycamores, 24-in. box	400	1,200	
50 Canary Island Palms	4,000	200,000	
114 tree grates	450	51,300	
2,200 cubic yds. planting soil	20	44,000	
180-day maintenance		<u>2,500</u>	
Contract-Subtotal			\$356,000
<u>King Street Planting</u>			
323 Sycamores, 36-in. box	\$600	\$193,800	
168 trees grates	575	96,600	
3,000 cubic yds. planting soil	22	66,000	
180-day maintenance		<u>10,000</u>	
Contract-Subtotal			366,400
<u>Contingency (10%)</u>			<u>72,240</u>
Total Project Cost			\$794,640

The Embarcadero Historic and Interpretive Signage Project

This project would feature the work of an artist/historian team and would tell the story of San Francisco's waterfront, its history, ecology and personalities through a series of bronze plaques, enamel pylons (decorative posts with written information on them) and concrete view podia (pedestals which hold plaques) that would be built as part of the pedestrian promenades as well as the MUNI platforms along the newly reconstructed Embarcadero Roadway. The DPW's estimated budget of \$427,191 (\$375,000 Federal grant plus \$52,191 in local match) for this project, is detailed below:

Memo to Government Efficiency and Labor Committee
 October 6, 1993 Government Efficiency and Labor Committee Meeting

	<u>Unit Price</u>	<u>Cost</u>	
<u>South Embarcadero Segment</u>			
10 pylons	\$13,000	\$130,000	
2 podiums	10,000	20,000	
15 plaques (types B,C,D)	3,000	45,000	
1 plaque (type E)	8,000	8,000	
1 plaque (type F)	4,000	<u>4,000</u>	
Contract Subtotal			\$207,000
<u>North Embarcadero Segment</u>			
5 pylons	\$14,000	\$70,000	
3 podiums	11,000	33,000	
2 plaques (type C)	1,700	3,400	
3 plaques (type D)	2,000	6,000	
3 Walking Poem plaques	10,000	30,000	
11 Poetry plaques	2,000	<u>22,000</u>	
Contract Subtotal			164,400
Artist Payments			30,000
Administrative Overhead (6.4%)			
(Art Commission)			<u>25,791</u>
Total			\$427,191

Embarcadero Gateway Sculpture Project

This project involves the creation of a contemporary metal sculpture over 60 feet high, which would be located near the intersection of the newly reconstructed King Street and The Embarcadero, in the South Beach Park which is scheduled to be developed in the near future. The sculpture would serve as a highly visible symbol and landmark for the revived San Francisco waterfront. The DPW's estimated budget of \$295,000 (\$200,000 Federal grant plus \$95,000 in local match) for this project, is detailed below:

<u>Materials</u>			
20 tons 1 beam		\$12,000	
6,400 lbs. stainless plate		12,800	
5 tons plate		3,000	
Miscellaneous bolts, bearing, rods		<u>4,000</u>	
Subtotal			\$31,800

Memo to Government Efficiency and Labor Committee
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<u>Fabrication</u>		
Crane (60 days @ 1,000/day)	\$60,000	
Condor (40 days @ 500/day)	20,000	
Independent contractors	40,000	
Sand-blasting/painting	10,000	
Machining	2,000	
Overhead	<u>6,000</u>	
Subtotal		\$138,000
<u>Shipping</u>		
Trucking Petaluma to San Francisco.		2,000
<u>Installation</u>		
Crane rental	12,000	
Condor	4,000	
Rigging and welding	<u>5,000</u>	
Subtotal		21,000
<u>Engineering</u>		
Structural	3,500	
Weld Inspection	<u>3,500</u>	
Subtotal		7,000
<u>Legal</u>		3,000
<u>Insurance</u>		5,000
<u>Bond</u>		4,000
<u>Artist's fee</u>		<u>83,200</u>
TOTAL		\$295,000

Required Match: \$441,831 (\$294,640 plus \$52,191 plus \$95,000) - San Francisco County Transportation Authority - Sales Tax revenues which are included in DPW's budget

Indirect Costs: None. Federal regulations do not permit these grant funds to be used for the payment of indirect costs.

Comments: 1. Regarding the Waterfront Tree Enhancement Project, Ms. Karen Gelman of the DPW advises that Homer Olson Inc., was selected by the DPW through its competitive bid process for the North Embarcadero Planting segment of the Waterfront Tree Enhancement Project. Homer Olson Inc. is neither an MBE or a WBE firm. However, according to Ms. Gelman, under Federal guidelines, Homer Olson Inc. is subcontracting 37.4 percent or \$133,144 of the \$356,000 to Disadvantaged Business Enterprise (DBE) firms. Ms. Gelman reports that no contractor

BOARD OF SUPERVISORS
BUDGET ANALYST

has yet been selected for the King Street Planting segment of this project.

2. Ms. Gelman also advises that two contractors, Homer Olson Inc. and Stacy, Witbeck and Dillingham, have been selected by DPW, through its competitive bid process, for the construction work associated with the Embarcadero Historic and Interpretive Signage Project. Homer Olson Inc. was selected to provide the necessary construction on the North Embarcadero Segment of this project and Stacy, Witbeck and Dillingham was selected to provide the construction work on the South Embarcadero Segment of this project. As is the case with Homer Olson Inc., Stacy, Witbeck and Dillingham is neither an MBE or a WBE firm. However, according to Ms. Gelman, based on Federal guidelines, Homer Olson Inc. is subcontracting 37.4 percent or \$61,486 of the \$164,400 contract to DBE firms and Stacy, Witbeck and Dillingham is subcontracting 29.6 percent or \$61,272 of the \$207,000 contract to DBE firms.

3. Ms. Gelman advises that the Art Commission has selected Mr. Mark DiSuvero, an internationally renowned artist, to perform the Embarcadero Gateway Sculpture Project. The contract with Mr. DiSeuvero is in the amount of \$295,000, including a fee of \$83,200.

4. As noted above, the DPW has not, as yet, selected a contractor to perform the King Street Planting of the Waterfront Tree Enhancement Project. As such, the \$366,400 earmarked for this purpose plus 10 percent of the contingency or \$36,640, for a total of \$403,040 should be placed on reserve, pending the selection of a contractor, the MBE/WBE status of the contractor and the contract budget details.

5. Attached is a grant summary, as prepared by the DPW, for the proposed grant funds.

6. The DPW has prepared a Disability Access Checklist for the proposed grant project which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to reserve \$403,040 for the King Street Planting segment of the Waterfront Tree Enhancement Project, including contingency funds of \$36,640, pending the DPW's selection of a contractor, the MBE/WBE status of the contractor and additional budget details. Approve the resolution as amended.

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Karen Gelman 554-8235

Project Title: Transportation Finance Specialist

Grant Source: Transportation Enhancement Activities (TEA) Program

Proposed (New / Continuation) Grant Project Summary:

The TEA program is part of the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 which makes funds available to states for transportation enhancement activities. DPW is proposing three projects: The Waterfront Tree Enhancement Project, the Embarcadero Historic and Interpretive Signage Project and the Embarcadero Gateway Project.

Amount of Grant Funding Applied for: \$1,075,000

Maximum Funding Amount Available: \$1,075,000

Required Matching Funds: \$ 528,000

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$1,021,000

Will Contractual Services be put out to Bid? Yes

Letter of Intent to File Grant Application
Page 2

Term of Grant: FY 94-95 through FY 95-96

Date Department Notified of Available funds: May 1993

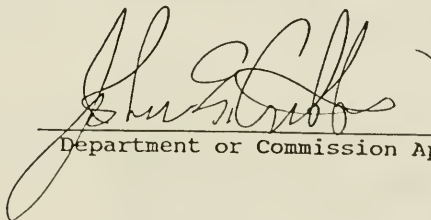
Application Due Date: August 16, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Section 133(d) (2) of Title 23, United States Code.

Assessment of Need for Grant Funding:

The three projects are part of the Embarcadero Roadway Project which is being funded by the federal Interstate Transfer Program. The overall budget has been increasing over time due to unanticipated high costs of hazardous waste removal. Without additional funding, the City will not be able to complete all the elements, including the planting of trees, public art works and historic signage, of the roadway project.



Department or Commission Approval

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-93-38.1

Department: Department of Public Health

Item: Requesting release of reserved funds, Department of Public Health, AIDS Office, in an amount totaling \$130,000, for two contractors, to provide psychosocial support for HIV infected youth (including \$49,366 to Bay Area Young Positives and \$80,634 to Larkin Street Youth Center).

Reserve Amount: \$130,000

Project: Direct Health Care and Support Services to Individuals and Families Directly Affected by AIDS/HIV

Description: The Board of Supervisors previously approved a resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuing allocation of \$747,699 of CARE Title II funding. These funds support health care and support services to individuals and families directly affected by AIDS and HIV, especially minorities, youth, women and children, and persons with disabilities.

The previously approved grant included contracts for \$130,000 for psychosocial support for youth, which had not yet been awarded. Therefore, this amount was reserved pending the award of the contracts and a determination of the MBE/WBE status of the contractors. The AIDS Office has since selected two contractors, based on a Request for Proposal to provide psychosocial support for youth: Bay Area Young Positives (Bay Positives), at \$49,366, and the Larkin Street Youth Center, at \$80,634, for a total of \$130,000. These contractors are non-profit organizations.

The following 8.5 month budgets indicate the breakdown of costs for these two projects:

Larkin Street Youth Center

<u>Personnel</u>	<u>FTE</u>	
Psychosocial Support Counselor	2.0	\$37,598
Residential Director	.10	3,496
Psychosocial Support (\$10.00/hr. @ 11 hrs/wk * 34 weeks)		3,740
Finance Director	<u>.10</u>	<u>4,758</u>
Total Salaries	2.20	\$49,592
Fringe Benefits @ 23%		<u>11,406</u>
Total Personnel		\$60,998

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Operating Expenses

Food Vouchers (see Comment 2)	\$10,625	
Van Insurance	3,300	
Van Maintenance	4,905	
Annual Audit	<u>806</u>	
Total Operating Expenses		<u>19,636</u>
Total Budget		\$80,634

Bay Area Young Positives - "BAY Positives"

<u>Personnel</u>	<u>FTE</u>		
Peer Counselor	.60	\$9,611	
Administrative Associate	<u>.60</u>	<u>9,611</u>	
Personnel Subtotal	1.20	\$19,222	
Fringe Benefits @ 9.8%		<u>1,893</u>	
Total Personnel			\$21,115

Operating Expenses

Rent	10,920	
Office Supplies	3,000	
Postage	2,380	
Utilities	3,281	
Personal Computers (2 @ \$2,300)	<u>4,600</u>	
Total Operating Expenses		24,181

Contractor Indirect Costs 4,070

Total Budget \$49,366

Comments:

1. Electronic Information Processing Steering Committee approval is not required for the purchase of personal computers by BAY Positives, because these computers would not belong to the City.
2. The \$10,625 for food vouchers would provide 1,063 vouchers of approximately \$10 each to program participants. These vouchers can be redeemed at food banks and various stores in San Francisco.

Recommendation: Release the \$130,000 on reserve.

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Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 1c - File 192-93-5.1

Department: Department of Parking and Traffic (DPT)

Item: Release of reserve of grant funds for a consultant study to evaluate replacement alternatives for the Central Freeway.

Amount: \$200,000

Source of Funds:	CalTrans - Emergency Relief Funds	\$150,000
	Bay Area Air Quality Management	
	District (BAAQMD) AB 434 Funds	<u>50,000</u>
	Total Source of Funds	\$200,000

Description: In May, 1993, the Board of Supervisors authorized the DPT to accept and expend grant funds totaling \$200,000 to conduct a study to evaluate alternative uses for the Central Freeway which was damaged in the 1989 earthquake and improvement of traffic signal timings along Van Ness Avenue and Lombard Street. The \$200,000 includes \$150,000 in Emergency Relief Funds from CalTrans and \$50,000 in AB 434 Funds from the Transportation Authority. The \$200,000 was reserved pending selection of the outside consultant to perform the study of alternative uses and signal timings and project budget details.

The study has two different but related objectives. The first objective is to develop and analyze alternate proposals to improve traffic flow through the northerly portion of the Central Freeway viaduct of Highway 101, Van Ness Avenue and Lombard Street to be funded by Federal Emergency Relief funds in the amount of \$150,000. The second objective is to develop improved traffic signal timings on Van Ness Avenue and Lombard Street to be funded by AB 434 funds in the amount of \$50,000. The Department of Parking and Traffic reports that these projects are combined to take advantage of the efficiencies of overlapping the tasks. The estimated completion date of the study is March of 1994.

The DPT sent Request for Proposal (RFP) applications to approximately 150 firms on a list of traffic engineering firms provided by the Metropolitan Transportation Commission. Five firms responded to the RFP. The first phase of the selection process consisted of assigning points to each of the five proposals submitted in the professional staff (20 points), experience (35 points), approach to study (35 points) and other factors (10 points) categories. All five firms were selected to proceed to the second phase which consisted of oral interviews and the submission of additional written information. Wilbur Smith Associates obtained the highest total points. The Civil

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Memo to Government Efficiency and Labor Committee
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Service Commission approved the selection of Wilbur Smith Associates on July 19, 1993.

Wilbur Smith Associates will subcontract with three other consulting firms, CSS Planning and Engineering, Pittman and Hames Associates and Stevens and Associates. The professional hours, hourly rates and costs for the prime consultant and the three subcontracting consultants are as follows:

	Professional Hours	Hourly Rates	Total Cost
<u>Wilbur Smith Associates</u>			
Professional Staff:			
Officer	66	\$125	\$8,250
Associate Engineer	156	105	16,380
Principal Engineer	218	90	19,620
Senior Planner	146	75	10,950
Associate Planner	48	50	2,400
Technician	164	40	6,560
Clerical Support	<u>142</u>	40	<u>5,680</u>
Subtotal	940		\$69,840

Other Direct Costs:

Traffic Counts-Field Observation (836 Hours @ \$12/hour)	\$10,032
Metered Counts	10,950
Contingencies	1,249
Supplies	2,200
Travel	1,100
Communications	<u>600</u>
Total - Wilbur Smith Associates	\$95,971

CSS Planning and Engineering

Professional Staff:			
Principal	118	\$121	\$14,278
Senior Traffic Engineer	27	90	2,430
Traffic Engineer	200	62	12,400
Traffic Technician	320	40	12,800
Senior Transportation Engineer and Planner	25	90	2,250
Computer Assisted Drafting Technician	34	33	1,122
Clerical Support	<u>36</u>	31	<u>1,116</u>
Subtotal	760		\$46,396

Other Direct Costs

	<u>\$3,602</u>
Total - CSS Planning and Engineering	\$49,998

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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	Professional <u>Hours</u>	Hourly <u>Rates</u>	Total <u>Cost</u>
<u>Pittman and Hames Associates</u>			
Professional Staff:			
Principal	162	\$95	\$15,390
Planner	66	45	2,970
Clerical Support	<u>80</u>	30	<u>2,400</u>
Subtotal	308		\$20,760
Other Direct Costs			<u>775</u>
Total - Pittman and Hames Associates			\$21,535
<u>Stevens and Associates</u>			
Professional Staff:			
Principal	45	\$100	\$4,500
Designer	40	50	2,000
Landscape Architect	<u>40</u>	75	<u>3,000</u>
Subtotal	125		\$9,500
Other Direct Costs			<u>500</u>
Total - Stevens and Associates			\$10,000
Total Consultant Costs			\$177,504

The DPT has estimated the total project costs as follows:

Consultant Costs	\$177,504
Contingency (9.3 % of Consultant Costs)	16,496
Consultant Management (DPT)	3,000
DPT Staff Time for Signal Timing Work	<u>3,000</u>
Total Project Costs	\$200,000

Comments:

Ms. Linda Chin of the Human Rights Commission reports that because the funding for this project is Federal monies, the project is not subject to the City's MBE/WBE Ordinance but instead is subject to CalTrans requirements for Disadvantaged Business Enterprise (DBE) participation. CalTrans set a goal of 22 percent DBE participation for this project, based on dollar amounts. CSS Planning and Engineering (\$49,998 participation of the \$177,504 total or 28.2 percent) and Stevens and Associates (\$10,000 participation of the \$177,504 total or 5.6 percent) are DBEs. The total DBE participation is 33.8 percent (28.2 plus 5.6 percent) which exceeds the CalTrans goal of 22 percent. According to Ms. Chin, Stevens and Associates is a certified MBE.

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 BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee
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Recommendation: Release \$200,000 for the DPT consultant study to evaluate replacement alternatives for the Central Freeway, as requested.

Item 1d - File 94-93-7

Department: Public Utilities Commission (PUC)
Bureau of Energy Conservation

Item: Resolution authorizing the Public Utilities Commission, Bureau of Energy Conservation to apply for, accept and expend Federal grant funds, which includes indirect costs of \$15,100 based on 50 percent of personal costs plus two percent of non-labor expenses, for energy management activities and providing for ratification of action previously taken.

Amount: \$50,000

Source of Grant: U.S. Department of Energy and the Urban Consortium for Technology Initiatives.

Grant Period: November 1, 1993 through December 31, 1994

Grant Program: Achieving Full Municipal Demand Side Management Potential

Description: The Urban Consortium for Technology Initiatives is composed of the 45 largest cities populated and urban counties in the United States. The Consortium provides a forum to (1) define urban problems common to its respective member governments and (2) develop, apply and transfer technologies and innovative management techniques to address those problems. The Consortium's work is carried out through various task forces, one of which is the Energy Task Force. The PUC Bureau of Energy Conservation is the City's representative to this Task Force. The members of this Task Force design annual work programs for applied research and technology to improve the mix and efficiency of energy use in both local government operations and the community as a whole. The programs are funded by the U.S. Department of Energy through an annual grant made available to the Task Force.

The proposed \$50,000 grant would be used to support existing Bureau of Energy Conservation municipal energy management work through the development of improved electricity demand side management program designs. A principal component of the work will be an assessment of the economic and technical conservation potential available in the City's facilities. An example of an improved program design would be to identify all the City's health facilities and through an increased information base, design ways to

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provide the same level of service in a more energy efficient manner.

Project Budget:

Personnel

Project Manager (approximately 0.6 FTE)	\$24,000	
Fringe Benefits	<u>6,000</u>	
Subtotal		\$30,000

Operating Expenses

Travel (out-of-State travel to mandatory project meetings)	\$3,200	
Materials and Supplies	300	
Printing	500	
Technical Meetings (sending project staff to State conferences and hosting technical meetings)	800	
Postage	<u>100</u>	
Subtotal		4,900

PUC Administrative Costs		<u>15,100</u>
--------------------------	--	---------------

Total		\$50,000
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Required Match: None

Indirect Costs: The PUC reports that \$15,100 in the project budget is for PUC administrative (indirect) costs. The PUC pays all applicable City indirect costs through its County-Wide Cost Allocation Plan (COWCAP).

Comments:

1. The Grant Application Summary, as prepared by the PUC, for the Federal grant is attached. As reflected in the Attachment, the application due date was September 20, 1993. The PUC reports that the application for this Federal grant has already been submitted. The proposed resolution includes language in both the body and title stating that the resolution would approve "ratification of action previously taken."

2. The Disability Access Checklist completed by the Department is in file.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Hetch Hetchy Water and Power /
Bureau of Energy Conservation

Contact Person: John F. Deakin or Doug Johnson Telephone: (415)864-6915

Project Title: Achieving Full Municipal DSM Potential

Grant Source: Energy Task Force of the Urban Consortium

Proposed (~~New~~ / Continuation) Grant Project Summary:

The Bureau's project proposal for this year of Energy Task Force funding, is to support existing Bureau municipal energy management work through the development of improved electricity demand side management program designs. A principal component of the work will be a greatly improved assessment of the economically and technically achievable conservation potential available in the City's facilities. This will assist both future Bureau program planning and the long term resource planning at Hetch Hetchy.

Only through such a program can we hope to capture the energy efficiency \$ savings that may then be used to provide much needed financial support to other presently underfunded public services.

Amount of Grant Funding Applied for: \$50,000 /

Maximum Funding Amount Available: \$50,000

Required Matching Funds: in-kind associated with existing ongoing projects
acceptable

Number of Positions Created and Funded: One FTE approx. /

Amount to be Spent on Contractual Services: None

Will Contractual Services be put out to Bid? N/A

Term of Grant: November 1993- December 1994

Date Department notified of Available funds: July 1992

Application Due Date: September 20, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

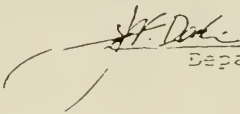
The Urban Consortium Energy Task Force

The Urban Consortium Energy Task Force (UCETF) has the formal mission to develop, apply and transfer and commercialize practical technologies and advanced management techniques that aid effective energy management in America's major cities and urban counties. The participants in UCETF programs endeavor to improve the mix and efficiency of energy use both in local government operations and for the community as a whole.

The program concentrates on three general objectives as defined by the Urban Consortium membership:

- Definition of urban energy problem(s) -- identifying critical and common urban needs in energy management and technology that can be addressed through projects led by city or county staff;
- Support for problem resolution -- developing and adapting innovative technology and advanced management practices that enhance local staff capabilities, improve financial management, and increase effective private/public cooperation; and
- Transfer and/or commercialization of successful results -- evaluating results to generalize, combine and consolidate those results for transfer, commercialization and replication in other cities and counties.

These objectives guide the program's strategic direction and funding priorities. Project proposals will be selected for the 1993 program through an extensive peer review process that will assure consistency with these objectives.


John F. Deakin

Department Head Approval

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Item 1e - File 94-93-8

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the Public Utilities Commission (PUC) to apply for, accept and expend \$352,000 of Federal Enhancement Program Assistance funds and \$48,000 from various local match sources.

Grant Amount: \$352,000

Source of Funds: U.S. Department of Transportation, Federal Transportation Enhancement Activities Program

Project: 19th Avenue Platform Improvement Project

Description: The 19th Avenue Platform Improvement Project is a collaborative project between the PUC and the Art Commission to design and construct platform amenities for the Winston and Holloway Avenue transit stops. The platform design, created by an artist team of professors and students from San Francisco State University, includes a light-weight sculptural canopy, benches, low maintenance plants, a lighting system, and wind screens that would accommodate the display of artwork provided by the Art Department at San Francisco State University. Construction of the proposed project is estimated to commence in June of 1994 and the grant funds would be available until the proposed project is completed.

Budget: All of the proposed grant monies would be used to fund construction of the 19th Avenue Platform Improvement Project. However, as discussed in Comment 1 below, the PUC has not received notification of the grant award and has, therefore, not selected a contractor for the proposed project. The PUC advises that it will submit a detailed budget for the proposed grant funds and advises that it plans to select a contractor prior to the expenditure of any of the grant funds.

Required Match: \$48,000

No. of Persons Served: Transit users and surrounding community

Indirect Costs: None

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Since the PUC has not yet finalized its budget and has not yet selected the construction contractor, the proposed resolution should be amended to delete authorization to accept and expend the proposed grant.
2. As noted above, the proposed grant does not include indirect costs. According to the Department, the grantor does not permit the proposed grant to fund indirect costs. However, the proposed resolution does not include language in the title or in the body to authorize waiving indirect costs. Therefore, the proposed resolution should be amended to include language in the title and in the body to authorize waiving indirect costs.
3. The PUC has not yet identified the source of the local match funds. Instead, the PUC has identified several possible sources of the \$48,000 in local match funds including the following: State Transit Capital Improvement Funds, State Urban Rail Bond Funds, State Clean Air and Transportation Improvement Act Bond Funds, State Transit Assistance Funds, Transportation Development Act Funds, Bridge Toll Net Revenues, Regional Measure One Funds, Gas Tax Revenue, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds, and/or the San Francisco County Sales Taxes for the 19th Avenue Passenger Platforms. The Department will identify the source of the \$48,000 local match prior to the expenditure of any of the proposed grant funds.
4. A Disability Access Checklist, completed by the Department, is contained in the Board file.
5. Attached is the summary of grant request form.
6. The Department has requested that the proposed resolution be continued until the Government, Efficiency and Labor Committee meeting of October 20, 1993 to allow them additional time to receive notification from the grantor about the grant award.

Recommendations: Continue the proposed resolution until October 20, 1993 as requested by the PUC.

Item No. _____

- Summary of Grant Request

Rev. 4/10/90

Grantor U.S. Department of Transportation
 Contact Person _____
 Address _____

Division Public Utilities Commission
 Section Mini Railway
 Contact Person Fred Howell
 Telephone 923-2578
 Application Deadline NA
 Notification Expected _____

Amount Requested \$ 352,000
 Term: From NA To _____

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 352,000 from the period of NA to _____
 to provide Funding for 19th Avenue Platform project services.

II. Summary: (Contact/history; need addressed; number + groups served; services and providers)

The 19th Avenue Platform Improvement Project will design and construct platform amenities for the Winston and Holloway Avenue transit stops.

III. Outcomes/Objectives:

Create an aesthetically pleasing transit stop.

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			<u>\$352,000</u>			
Personnel						
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space			<u>352,000</u>			
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?

NA

*VIII. Contractual Services: Open Bid X Sole Source _____ (if sole source, attach Request for Exception Form)

Item 1f - File 146-93-54

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend a grant of \$44,505, which includes indirect costs in the amount of \$5,805, based on 15 percent of the program cost (excluding the indirect costs), from the Design Industries Foundation for AIDS (DIFFA) to support the AIDS Prevention Planning Project.

Grant Amount: \$44,505

Grant Period: November 1, 1993 to October 31, 1994

Source of Funds: Design Industries Foundation for AIDS (DIFFA)

Project: AIDS Prevention Planning Project

Description: The proposed grant would fund The Support Center, co-applicant of the proposed grant and a community-based organization, to conduct a comprehensive City-wide HIV prevention plan that would focus on:

1. Building community consensus on HIV issues.
2. Establishing prevention priorities.
3. Identifying unmet needs.
4. Identifying directions to be taken in developing effective prevention policies.
5. Delivery of HIV prevention programs.

The DPH anticipates that the proposed comprehensive City-wide HIV prevention plan will lead to the reduction of HIV infection among San Francisco's populations at risk.

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Budget:

The Support Center

Personnel

Senior Planner (225 hours @ \$85 hr)	\$19,125
Associate Planner (182 hours @ \$60 hr)	10,875
Transcriber (20 hours @ \$15 hr)	<u>300</u>
Personnel Subtotal	\$30,300

Non-Personnel Costs

Group Participant Stipends (\$35 each for 100 participants)	3,500
Reproduction and Printing	1,000
Telephone/Fax/Modem	400
Postage	200
Promotions/Advertising	300
Rent (Group facility rental @ \$300 a group for 10 groups)	<u>3,000</u>

Non-Personnel Subtotal 8,400

Subtotal \$38,700

Indirect Costs (@ 15% of above) 5,805

Total Grant Award \$44,505

Local Match: None

**No. of Persons
Served:**

San Francisco residents at risk for HIV infection.

Indirect Costs: \$5,805, based on 15 percent of the total program cost excluding the indirect costs.

Comments:

1. DPH intends to sole source the contractual services with the co-applicant, The Support Center, because of The Support Center's unique experience in the area HIV prevention.
2. The \$35 stipends for group participants would be used to reimburse focus group participants from at-risk populations.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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3. The application deadline for the proposed grant was August 20, 1993. Therefore, the proposed resolution should provide for ratification of action previously taken.

4. A Disability Access Checklist, completed by the Department, is contained in the Board file.

5. A Summary of Grant Request form, completed by the Department, is attached.

Recommendation: Amend the proposed resolution to provide for ratification of action previously taken as described in Comment 3. Approve the proposed resolution as amended.

No. _____
 Grantor Design Industries Foundation
 for AIDS [DIFFA]
 Contact Person Steven Thorne
 Address 600 Townsend Street
San Francisco, CA 94103
 Amount Requested \$ 44,505
 Term: From 11/1/93 To 10/31/94
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

Division Community Health Services
 Section AIDS Office
 Contact Person Tim Piland
 Telephone 554-9132
 Application Deadline 8/20/93
 Notification Expected 10/1/93

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (extension) (augmentation) grant in the amount of \$ 44,505 from the period of 11/1/93 to 10/31/94 to provide AIDS Prevention Planning Project services.
 (Circle appropriate words)

II. Summary: (Concise summary of need addressed; number - groups served; services and providers)

Project will develop a comprehensive citywide HIV prevention plan which will focus on building community consensus on HIV issues, establishing prevention priorities, identifying unmet needs and issues which require collaboration and coordination of effort, identifying directions to be taken in developing more effective prevention policies, delivery of HIV prevention services, and sound evaluation of program effectiveness.

III. Outcomes/Objectives:

Please see attachment.

IV. Effects of Reduction or Termination of These Funds:

Failure to apply for, accept and expend these funds will impair our ability to plan more effective AIDS prevention strategies and outcomes.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			<u>44,505</u>			
Personnel						
Equipment						
*Contract Svc.			<u>38,700</u>			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			<u>5,805</u>			

VI. Data Processing

(Leave blank unless shown)

VII. Personnel

F/T CSC			<u>0</u>	
P/T CSC				
Contractual			<u>approx 0.50</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?

NA

*VIII. Contractual Services: Open Bid _____ Sole Source 1 (If sole source, attach Request for Information Form)

The Support Center contract will be modified to reflect this enhancement of duty authorization to be requested at later date. Contractor was a co-applicant with AO.

Item 1g - File 147-93-8

Department: Public Library

Item: Resolution authorizing the Public Library to apply for funds not to exceed \$20,000 from the United States Department of Education Library Services through the California State Library for improving library services for immigrant populations, and waiving indirect costs.

Grant Amount: Not to exceed \$20,000

Grant Period: December 1, 1993 through September 30, 1994

Source of Funds: United States Department of Education Library Services through the California State Library

Description: The proposed grant would be used to enhance book collections and other Public Library services for Chinese-speaking, Vietnamese-speaking and Spanish-speaking residents of San Francisco. The existing Chinese language collections at the Sunset Branch Library and the Ortega Branch Library would be broadened. Additionally, collections would be expanded at the Excelsior Branch Library and the Main Library to meet the needs of Spanish-speaking and Vietnamese-speaking immigrants respectively.

Budget: The budget totaling \$20,000 for the purchase of oral and written library materials in the Chinese, Vietnamese and Spanish languages is as follows:

<u>Sunset Branch Library</u> (Chinese language books and audio-tapes)	\$5,000
<u>Ortega Branch Library</u> (Chinese language books and audio-tapes)	5,000
<u>Excelsior Branch Library</u> (Spanish language books and audio-tapes)	5,000
<u>Main Library</u> (Vietnamese language books and audio-tapes)	<u>5,000</u>
Total	\$20,000

Required Match: None

Indirect Costs: Federal regulations do not permit these grant funds to be used for payment of indirect costs. Therefore, the proposed resolution requests waiving indirect costs.

BOARD OF SUPERVISORS
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Comments:

1. The Public Library reports that the application for the proposed grant funds, which was due on September 23, 1993 has already been submitted. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for the proposed grant retroactively.
2. Attached is a grant summary, as prepared by the Public Library, for the proposed grant funds.
3. The Public Library has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to authorize the Public Library to apply for the proposed grant funds retroactively and approve the resolution as amended.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Neel Parikh, Chief of Branches Telephone: 415-557-4355

Project Title: Serving Immigrant Populations

Grant Source: Federal funds administered by the State Library

Proposed (New / Continuation) Grant Project Summary:

Immigration to California, from Latin America and Asia in particular, is changing the makeup of the population of the state in significant ways. In 1988 alone, approximately 30% of all immigrants to the United States (188,696 of the total 643,025) took up residence in California, and about 90% of those immigrants came from Mexico, Central/South America and Asia. Over 30% of the 4.8 million elementary and secondary level students in California come from non-English speaking homes.

Funding has been made available to purchase library materials to serve immigrants with limited English speaking ability.

Funds will be awarded to libraries serving large percentages of immigrants with limited English speaking ability. Areas with large concentrations of immigrants who are refugees, have limited English speaking ability and/or are disadvantaged will receive preference.

Amount of Grant Funding Applied for: \$20,000

Maximum Funding Amount Available: \$250,000

Required Matching Funds: -0-

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? N/A

Grant Application Information Form
Page 2

Term of Grant: December 1, 1993 - September 30, 1994

Date Department Notified of Available funds: June 28, 1993

Application Due Date: September 23, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funds are to be used for purchase of materials for immigrants which provide assistance in the process of their adaptation to the United States (e.g. learn English, become a U.S. citizen, find employment or housing, respond to medical, legal or household repair concerns.) The materials may be print or audiovisual, reference or circulating, single or multiple copies according to local needs. Up to \$500 may be used for expenses related to public relations (e.g. flyers, bibliographies, posters, etc.).

Any indirect costs may not be paid from this grant. All materials purchased must be cataloged. All materials must be housed at the branch which receives the grant award. Funds for processing will be allowed only if adequate justification is provided.

All funds must be encumbered by September 30, 1994, and all materials received and invoices cleared by November 30, 1994. Any funds not spent or encumbrances not liquidated by November 30, 1994 must be returned.

Department Head Approval

Item 2 - File 27-93-13

Note: This item was continued from the September 1, 1993 Government Efficiency and Labor Committee meeting.

1. This item is a hearing to consider the anticipated revenue to the City and County of San Francisco from the proposed contracts for door-to-door van service at San Francisco International Airport (Airport) and whether such contracts require approval by the Board of Supervisors.

2. Currently, 23 shuttle service firms have permits issued by the PUC and the Airport to provide on-demand door-to-door shuttle services (on-demand shuttle service entails passengers requesting advanced reservations for a shuttle vehicle on a shared basis with the driver transporting each passenger to their requested specific destination). Each firm is assigned curb space on the upper level roadway of the Airport. The shuttle services pay a \$1.00 loop fee to the Airport for each time a shuttle vehicle traverses the circular "loop" of either the upper or lower Airport roadways to drop off or pick up passengers. Passengers are picked up at the Airport either by previous arrangement (reservation) with the shuttle service or on-demand.

3. According to the Airport Director's May 6, 1993 report to the Airports Commission, over the past few years, the Airport has experienced a dramatic increase in both the number of firms competing to provide door-to-door shuttle service to and from the Airport and the number of vehicles used in providing this service. According to the report, these increases in the number of firms and vehicles have generated a) a corresponding increase in traffic congestion on the Airport's upper level terminal roadways, b) passenger solicitation and harassment by competing operators, c) additional encroachment on neighboring parking zones, d) destructive competition which has impaired the quality of service and has resulted in unsafe operating practices and increased violation of the Airport's Rules and Regulations and e) substantial staff time and expense to control shuttle service activity.

4. The Director's report concludes that in order to achieve the Airport's objectives to promote public safety, public convenience, ensure quality service, minimize solicitation and destructive competition and promote the efficient use of limited curb space, door-to-door shuttle service should be more structured. The Airports Commission determined that based on the Director's report, door-to-door shuttle services for the upper level roadway (where airline passengers depart) should be limited to two firms selected on a competitive bid basis. The other existing shuttle services firms that are not selected for the two upper level roadway agreements would only be allowed on the lower level roadway (where airline passengers arrive), with additional restrictions to be required (see Point 9).

5. The Airports Commission directed that a pre-proposal conference be held on November 18, 1992. Thirteen shuttle service firms attended the pre-proposal conference. The major concerns expressed at the pre-proposal conference were a) the term of the agreements and b) the amount of the required performance bond.

Regarding the term of the agreements, the Airport originally designated a two-year term with two, one-year renewal options but revised the term to three years plus one, one-year renewal option after the pre-proposal attendees suggested longer terms of five, ten or 20 years. Regarding the amount of the required performance bond that originally would have been based on a historical performance, the Airport set the amount at a fixed \$100,000 that, according to the Airport is lower than would have been required based on historical performance, after the pre-proposal conference.

6. The Airport received nine proposals by the March 22, 1993 deadline pursuant to their Request for Proposals for the two upper level door-to-door shuttle agreements. A tenth proposal that was received after the deadline was rejected. Eight of the nine proposals were from firms that already have permits to provide on-demand shuttle services.

7. The nine proposals were scored in three categories; Operations, Experience and Consideration (annual fixed amount to be paid to the Airport, in addition to the regular loop fees). The three categories were divided into key components and were weighted with 50 percent of the points assigned to the Operations category, 30 percent to Experience and 20 percent to Consideration. The nine firms and the points awarded to each are as follows:

<u>Shuttle Firm</u>	<u>Points</u>
Lorrie's Travel & Tours, Inc.	1,110
Super Shuttle of San Francisco, Inc.	1,057
Prime Time Shuttle & Connecticut Limo	1,005
Airport Express of San Francisco	971
SFO Airport Shuttle Carrier Association, Inc.	872
All County Shuttle	841
Airport Connection	836
BayPorter Express	806
American Airporter Shuttle	652

8. However, the Airports Commission has not yet finally decided that limiting upper level roadway shuttle services to two shuttle services firms is the only alternative for achieving the Airport's objectives. The Airports Commission will consider this and other possible alternatives at their October 5, 1993 meeting. If the Airports Commission decides to limit upper level roadway shuttle services to two firms, based on the scoring above, Lorrie's Travel & Tours, Inc. and Super Shuttle of San Francisco, Inc. would be selected as scoring the highest. The Lorrie's Travel & Tours, Inc. proposal included consideration of \$335,000 annually or a total of \$1,005,000 for the three year term of the agreement. The \$335,000 annual amount to be paid to the Airport is a fixed amount, in addition to the currently required \$1.00 loop fee. The Super Shuttle of San Francisco, Inc. proposal included consideration of \$50,000 annually or a total of \$150,000 for the three year term of the agreement. These revenues are in addition to the currently required \$1.00 loop fee.

9. The two draft agreements for providing door-to-door shuttle services from the upper level roadway include requirements that the firms provide service to a minimum of five Bay Area counties (San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa) and that vans will be parked in staging areas and moved to curbs only when passengers are to be boarded. The two agreements would also limit the number of vans at each terminal and would require minimum departure intervals during peak periods.

Comments

1. Charter Section 3.502 requires that new contracts of \$1.0 million or more be approved by the Board of Supervisors. Therefore, if the Airports Commission decides to limit upper level roadway shuttle services to two firms, a new agreement with Lorrie's Travel & Tours, Inc. would require Board of Supervisors approval because the total consideration for the three-year term of the agreement (\$1,005,000) would exceed \$1.0 million. A new agreement with Super Shuttle of San Francisco, Inc. for a total of \$150,000 over the three-year term of the agreement does not exceed \$1.0 million and therefore, according to Charter Section 3.502, would not require Board of Supervisors approval. Super Shuttle paid approximately \$318,000 in loop fees in 1992-93. Over a three year period, Super Shuttle would pay approximately \$954,000 in loop fees, which if added to the \$150,000 fixed amount over the three-year term of the agreement, would put the total over \$1.0 million (\$954,000 plus \$150,000 is \$1,104,000). Ms. Kathryn Pennypacker of the City Attorney's Office stated that the Super Shuttle agreement would not require the Board of Supervisors approval because the loop fees are not considered to be part of that agreement.

2. Ms. Angela Gittens of the Airport states that the Airport considers the two upper level agreements to be concessions and as such are not subject to the MBE/WBE Ordinance for preferences in the selection of the contractors. Ms. Pennypacker confirms that the MBE/WBE Ordinance does not apply to the two upper level shuttle services agreements because they would be concessions.

3. The State Public Utilities Commission regulates the fares that the shuttle services firms charge to their passengers.

4. According to Ms. Gittens, in August, 1993 the Airport Commission offered to continue the awarding of the contracts to the top two shuttle service firms to allow other shuttle service firms to present alternative proposals to provide door-to-door van service. Ms. Gittens reports that the Airport received two proposals from: (1) the SFO Shared Ride Association and (2) American Airporter Shuttle. The SFO Shared Ride Association proposal was submitted on behalf of the following ten members: Advanced Airporter, Airport Express, Bay Shuttle, Express Airport Shuttle, Francisco's Adventure, Porter's Shuttle, Quake City Shuttle, S.F. City Shuttle, South & East Bay Shuttle and Yellow Van & Tours. The SFO Shared Ride Association proposal addressed the following issues: (1) System management; (2) Management costs and funding source; (3) Remuneration to Airport; (4) Service to public; (5) Future entrants and capacity increases; and (6) Level of service to meet specifications of pending contract.

5. As mentioned above, the Airport Commission will discuss this issue at its next meeting on October 5, 1993. On September 23, 1993, the Director of the Airport issued a memorandum to the Airport Commissioners identifying and evaluating six options for door-to-door van operations at the Airport, as follows:

Option 1: Award Airport Contract to Lorries Airport Shuttle and SuperShuttle. Van companies not awarded the two contracts could either pick-up prearranged passengers (1) on the top level of the Airport garage (Option 1-A) or in the lower level terminal courtyards (Option 1-B).

Option 2: Based on their proposal, permit SFO Shared Ride Association to provide service. However, Airport staff report that this proposal requires all van operators to become members of this Association, only one-third of the van industry is represented by this proposal, the proposal did not adequately address discipline, self-policing or disputes, which have historically been a problem for the Airport, the proposal offers no remedy for addressing congestion, quality of service standards are not adequately addressed and operational procedures are unclear.

Option 3: Advertise a new RFP to provide designated zones on the upper level roadway for the pick-up of prearranged passengers.

Option 4: Continue existing van operations.

Option 5: Upgrade the existing curb operation to the standards specified in the Airport's RFP and allocate slots on the basis on existing market share.

Option 6: American Airporter Shuttle proposal would provide door-to-door van service. Airport staff report that this proposal is supported by only one operator without input from any other operators.

Airport staff recommends that Option 1-A be adopted by the Airports Commission. Airport staff do not recommend Options 2 or 6. Airport staff report that Options 3 and 5 are viable, and would provide improved levels of service but would require full-time Airport supervision to be paid by the van operators, which would ultimately increase passenger fares. According to Airport staff, Option 4 should not be seriously considered because the current system is unmanageable and detrimental to the Airport's goals of providing high quality service to the 32 million annual air transportation passengers.

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 3 - File 102-93-3

Note: This item was continued at the September 22, 1993, Governmental Efficiency and Labor Committee meeting.

1. The proposed resolution would urge the Mayor to reinstate the Civil Service 8202 Security Guard employees that were laid off as of July 1, 1993 to their former positions for entrance security at City Hall.

2. In Fiscal Year 1992-93, the Police Department's budget included nine 8202 Security Guard positions. Four of the positions were vacant. Four of the remaining five 8202 Security Guards guarded entrances to City Hall located at Van Ness Avenue, Polk Street and Grove Street and the fifth position was assigned to entrance security at the Hall of Justice. The City Hall entrance guards are responsible for screening persons entering City Hall and monitoring the metal detectors at the three entrances.

3. The Grove Street entrance of City Hall was guarded from 7:15 A.M. until 4:15 P.M., the Van Ness Avenue entrance was guarded from 7:30 A.M. to 4:30 P.M. and the Polk Street entrance was guarded from 8:00 A.M. to 5:00 P.M. Each of the four 8202 Security Guards worked nine hour shifts with one hour for lunch. Three were assigned to the three entrances to City Hall and the fourth 8202 Security Guard relieved the other three for breaks and in the evening between the time that their shifts ended and the time that Department of Public Works guards and janitors took over entrance guard functions. The fourth 8202 Security Guard also served as a roving guard when not needed as a relief guard. The fifth, filled 8202 Security Guard position, was assigned to security guard services at the Hall of Justice (see Point 11 below).

4. Based on a reduced General Fund allocation in the 1993-94 Police Department budget, non-uniformed (civilian) positions including stable attendants, clerks, graphic artists and all nine 8202 Security Guard positions were eliminated.

5. In order to reestablish the security guard function at City Hall on a permanent basis for Fiscal Year 1993-94, the Mayor's Office assigned this function to the Sheriff's Office. The Sheriff's Office has increased the number of their budgeted 8274 Police Cadet positions by five from five such positions in 1992-93 to ten such positions for 1993-94. 8274 Police Cadets (the term "Police" in the position title does not imply any connection with the Police Department but refers to the type of duties performed) in the Sheriff's Office perform various duties such as clerical-office work, performing urine sampling of inmates, taking photographs and fingerprints for identification badges and computer work. The Sheriff's Office recently hired a total of seven new 8274 Police Cadets including two to fill existing vacant positions and five to fill the five new positions. All ten 8274 Police Cadet positions are assigned to perform the security guard function for City Hall (28 percent of their time) as well as their other general office and technical duties (72 percent of their time).

6. The ten 8274 Police Cadet positions, at 28 percent time, provide a total of 2.8 Full Time Equivalent (FTE) positions. The Sheriff's Office has also assigned two (2.0 FTE) Sheriff Deputy positions on light duty to the security guard function at City Hall and a Sheriff's Sergeant position at 0.2 FTE provides supervision of the security guard

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function. Therefore, the Sheriff's Office is providing a total of 5.0 FTE (2.8 Police Cadets plus 2.0 light duty Deputies plus 0.2 supervising Sergeant) for the City Hall entrance security guard function to replace the five (5.0 FTE) 8202 Security Guard positions that were previously assigned to these duties by the Police Department. Two 8274 Police Cadets or light duty Sheriff Deputies are stationed at one City Hall entrance, one each at the other two City Hall entrances and a fifth serves as a Relief/Rover position.

7. The salary and fringe benefits for the 8202 Security Guard and 8274 Police Cadet classifications are as follows:

<u>Classification</u>	<u>Annual Salary At Top Step</u>	<u>Fringe Benefits Paid by City</u>
8202 Security Guard	\$30,067	Retirement, FICA, Health and Dental Insurance, Unemployment Insurance, Vacation and Sick Leave
8274 Police Cadet	\$21,454	FICA, Health and Dental Insurance, Unemployment Insurance, Vacation and Sick Leave

8. Although the nine 8202 Security Guard positions were eliminated in the 1993-94 budget, the Civil Service Commission's Layoff Processing Team has been evaluating other similar employee classifications for which the nine laid-off employees could qualify. So far, no other classifications have been identified but Civil Service is continuing their evaluations.

9. All of the former 8202 Security Guards were invited to apply for the seven 8274 Police Cadet position openings. Four applied, but three failed the agility test and the remaining applicant was rejected on the basis of a background check.

10. Regarding security guard services for the Grove Street entrance to the Treasurer's Office (not the same as the public entrance to City Hall on Grove Street), in 1992-93 the Police Department assigned three 8207 Building and Grounds Patrol Officer positions to the Treasurer's Office. Beginning July 1, 1993, these three positions were transferred to the Hall of Justice and replaced by two regular Q2 Police Officers on overtime that are being funded by the Treasurer's Office between 8:00 a.m. and 6:00 p.m. (14 hours a day).

11. Regarding security guard services for entrances at the Hall of Justice, in 1992-93 the Police Department assigned six 8207 Building and Grounds Patrol Officer positions and one 8202 Security Guard position (totaling seven positions) to guard two entrances to the Hall of Justice. As of July 1, 1993, the rear entrance to the Hall of Justice was closed to the public, five 8207 Building and Grounds Patrol Officer positions and one 8202 Security Guard position were eliminated (leaving one 8207 Building and Grounds Patrol Officer position) and three 8207 Building and Grounds Patrol Officer positions were transferred to the Hall of Justice from the Treasurer's Office (see Point 10, above). Thus, for 1993-94 the security guard complement for one entrance at the Hall of Justice is now four 8207 Building and Grounds Patrol Officer positions.

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12. The functioning security guard positions (net of non-productive vacant positions and positions on disability) and the annual salary costs at the top step for City Hall, the Treasurer's Office and the Hall of Justice are as follows:

<u>Classification</u>	<u>1992-93</u>		<u>1993-94</u>	
	<u>Positions</u>	<u>Top Step Annual Salary</u>	<u>Positions</u>	<u>Top Step Annual Salary</u>
<u>City Hall</u>				
8202 Security Guard ¹	4	\$120,269	-	0
8207 Building and Grounds Patrol Officer ²	1	36,383		0
8274 Police Cadet (Sheriff's Dept.) ³	-		2.8	\$60,072
8304 Deputy Sheriff ⁴	-		2.0	0
8308 Sheriff's Sergeant ⁵	-		0.2	0
Total	5	\$156,652	5	\$60,072
<u>Treasurer's Office</u>				
8207 Building and Grounds Patrol Officer	3	\$109,150	-	0
Q2 Police Officer	-	-	2	\$122,819
Total	3	\$109,150	2	\$122,819
<u>Hall of Justice</u>				
8202 Security Guard	1	\$30,067	-	0
8207 Building and Grounds Patrol Officer	6	218,300	4	\$145,533
Total	7	\$248,367	4	\$145,533

¹Although eight positions were assigned to City Hall at an annual cost of \$240,538, four were vacant as of June 30, 1993. Therefore, elimination of all eight positions resulted in only four layoffs. Salary savings for the four vacant positions was \$120,269 on an annual basis resulting in a net cost of \$120,269 for the remaining four positions performing security services in 1992-93.

²Although two positions were assigned in 1992-93 at an annual cost of \$72,266, one position is on disability with the result that although there is a salary cost of \$36,383 for this position on disability leave, no work is being performed. Therefore, there was only one functioning position at a cost of \$36,383 in 1992-93. This functioning position was eliminated as of July 1, 1993 by the Police Department.

³Costs of the 7.2 FTE balance (5.0 FTE new positions plus 5.0 FTE existing positions less the 2.8 FTE for security services) of Police Cadet positions are assigned to the Sheriff's other operating functions and are therefore not included as costs of City Hall security services.

⁴No additional cost to the City because full funding for these two light-duty positions is already included in the Sheriff's budget.

⁵No additional cost because supervision over the City Hall entrance security function has been added as an additional duty to an existing Sheriff's Sergeant at City Hall. Other assigned duties must either be deferred or not performed.

Item 4 - File 97-93-28

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of September 22, 1993.

Department: Purchasing

Item: Draft ordinance amending the Administrative Code by amending Section 4.11 to delete the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees and instead to authorize the Department Head to assign vehicles upon written justification from the individual officer or employee requesting the vehicle; to allow exceptions to the prohibition against employees of the City and County using City vehicles for transportation to and from the employee's residence for any employee who is on call for work after his or her normal workday, and for Forensic Pathologists who are employed by the Office of the Medical Examiner/Coroner and who use City vehicles for transportation in order to investigate death scenes before and after normal working hours. The Medical Examiner/Coroner would be required to keep records in the latter case, and said records would be required to be open to inspection by the Mayor and the Board of Supervisors. Finally, the proposed ordinance would allow employees to garage City vehicles at their places of residence during non-work hours.

Description: Section 4.11 of the San Francisco Administrative Code currently provides that vehicles owned, leased, or rented by the City and assigned to, or under the jurisdiction of, any department, shall be used only in the discharge and transaction of City business, and that no employee or officer of the City shall use any such vehicle without the consent of the department head. Section 4.11 further provides that the Purchaser of Supplies is authorized to assign vehicles to individual officers and employees [as opposed to making vehicle assignments to City departments and agencies] based upon a written request justifying the need for personal assignment of such vehicle made by the department head and approved by the Chief Administrative Officer (CAO).

In addition, Section 4.11 states that City-owned vehicles may be used for transportation to and from an employee's place of residence only for one or more of the reasons listed below:

1. The employee resides in the City, or the employee both resides and works outside of the City¹, and:
 - a. The employee is on call for work after his or her normal workday is completed and the nature of the work has required the use of a City vehicle on at least five occasions in the preceding 12-month period;
 - b. The employee must leave his or her residence prior to 8:00 a.m. on City business away from his or her normal place of work;
 - c. The employee would return to his or her normal place of work from an appointment of City business after 6:00 p.m. or on a weekend.
2. The employee is a member of the Police Department, Sheriff's Department, or Office of Emergency Services, and has the prior written permission of the department head to use a vehicle equipped with emergency equipment for such purpose. The departments are required to keep detailed records of all vehicles used for such purposes and the number of vehicles so exempted shall not exceed the following:

Police Department	33
Sheriff's Department	5
Emergency Services	2

The proposed ordinance would amend the foregoing provisions by rescinding the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees when such assignment is justified in writing by the department head and approved by the CAO, and instead authorize the department head to make such individual vehicle assignments upon approval by the CAO of written justification from the individual officer or employee.

In addition, the proposed ordinance would allow an employee on call for work after his or her normal workday to use a City vehicle for transportation to and from the employee's residence without regard to the location of the employee's residence or employment.

¹Excluded from this class would be an employee who resides outside of the City and works in the City.

Furthermore, the proposed ordinance would add Subsection (5) to Section 4.11(b) of the City's Administrative Code to include Forensic Pathologists employed by the Office of the Medical Examiner/Coroner in the criminal justice investigatory system, consisting of the Police Department, the Sheriff's Department, and Emergency Services. This inclusion would be limited to forensic pathologists who use City vehicles for transportation in order to investigate death scenes before and after normal work hours. These employees would be permitted to take City vehicles to and from their homes under the new ordinance. The Medical Examiner/Coroner would be required to keep records, and these records would have to be open to inspection by the Mayor and the Board of Supervisors. The number of City vehicles for such use by Forensic Pathologists would be limited to two.

Finally, the proposed ordinance would allow an employee to drive a City vehicle to and from the employee's place of residence solely for the purpose of garaging the vehicle during non-work hours. Such authorization would require the recommendation of the Chief Administrative Officer and approval by the Board of Supervisors, subsequent to the Department's finding that the public interest would be served by permitting the employee to take the vehicle home.

Comments:

General

1. Mr. Nothenberg, Chief Administrative Officer (CAO), has stated that the proposed amendments would save the City money, would conform the ordinance to actual practice, and would deal with some operational anomalies.

2. In general, the Salary Standardization ordinance provides for standby pay as follows:

- a. Instantly available on call: 25 percent of regular pay
- b. Electronic paging: 10 percent of regular pay

When employees are called to perform their regular duties in emergencies during the period of standby service, they are paid at the usual rate of pay and are paid for using a privately owned vehicle at the rate of \$0.25 per mile, when such vehicles are used.

3. Some City employees are reimbursed by the City for regularly using their privately owned vehicles on City business.

Vehicle Assignments to Employees

4. Mr. Nothenberg has stated that department managers, who are in a position to know the transportation requirements of individuals within their departments, as opposed to the limited knowledge of the Purchaser as to such transportation requirements, should be responsible for assigning City vehicles to individual officers and employees.

5. According to Mr. Marc Rosaaen of the Purchasing Department, the Purchaser of Supplies assigns City vehicles to departments and has not, in recent years, made any vehicle assignments to individual officers or employees. Mr. Rosaaen reports that further, there is no record within the Purchasing Department of any individual City officer or employee vehicle assignments being made.

Use of City Vehicles for Transportation To and From Residences

6. Mr. Nothenberg has stated that the policy of allowing employees who are on call for work after normal working hours, and who work inside the City but who live outside the City, to take their City vehicles home would correct an "awkward situation." Currently, departmental managers can assign on call duties for which a vehicle is necessary only to persons living in the City, or, alternatively, require on call personnel who live outside the City to use their privately owned vehicles to respond to emergencies. Mr. Nothenberg advises that if the City requires an employee to be on call to respond to an emergency after hours, the City should provide a City vehicle, irrespective of whether the person responding lives in the City or lives outside of the City.

7. The Mayor's Budget Office conducted a City vehicle and parking survey in the latter part of calendar year 1992. That survey included the following findings, comments, and recommendations:

- The City presently owns 2,719 vehicles of 3/4 ton or less, including automobiles of various sizes, pick-up trucks, and vans;
- Departments reported a total of 399 vehicles that are authorized for 24-hour take home use;
- Departments reported 2,473 parking spaces available for privately-owned or City-owned vehicles used in the course of City business;

- City departments budgeted a total of \$159,300 for the purchase of parking spaces. Of this total, approximately \$68,000 is General Fund. Except in special circumstances, all of the paid parking spaces are used for City-owned vehicles.
- City officers and employees have been authorized to take home one out of every seven City vehicles. Some of the explanations given by the Departments in the survey are not authorized by the provisions of the Administrative Code. For example, many of the vehicles used by City Hall departments are authorized for take home use due to the shortage of public parking in the Civic Center area and to prevent vandalism of City vehicles. Employees that take City vehicles home for these reasons must provide a secure garage space for the vehicle.
- Departments appear to interpret "City business" very broadly in authorizing vehicles for take home use.
- While most vehicles are not authorized for take home use by City employees, the City's Administrative Code is somewhat general with respect to the exceptions for take home use. For example, the Administrative Code only requires that an employee be on call for work after the normal work day, and that the employee demonstrate the need for a City vehicle of at least 5 times in the preceding 12-month period.
- One policy that recognizes valid needs for taking City vehicles home was recently developed by the Public Utilities Commission (PUC). The PUC's policy is more restrictive than Administrative Code 4.11, and only permits take home of City vehicles by employees that have used the vehicle three or more times during one month after completion of their normal work day; are part of the department's emergency response mechanism; or who have to make unscheduled work site visits.

Mayor's Budget Office Recommended Options

- Revise and tighten the exceptions policy for allowing City-vehicle take home use outlined in the Administrative Code. As noted above, the Public Utilities Commission recently implemented a more restrictive policy for take home use of City vehicles. The Mayor's Budget Office suggests that this more restrictive policy be implemented City-wide. This

would require an ordinance to amend Administrative Code Section 4.11.

- Expand the use of vehicle pools. Decrease the number of vehicles authorized for take-home use. Conceivably, as vehicles are pooled in greater numbers, the City would need fewer vehicles in its fleet. The Mayor's Budget Office recommends that vehicle pools be implemented in a policy directive issued to Department Heads and through the specific budget instructions to the CAO and his departments.
- Take home use should only be authorized for employees who demonstrate a frequent need to use a City vehicle after the normal work day. Employees who do not have a frequent need to use a City vehicle after the normal work day may use their privately-owned vehicles and receive a mileage reimbursement from the City, or secure a City-owned vehicle from a vehicle pool when warranted.

8. In a survey conducted by the Budget Analyst in July of 1993, the Budget Analyst determined that approximately 266 of the 399 vehicles authorized for 24-hour take-home use are driven home by employees who are on call before or after normal working hours. In addition, the Budget Analyst reports that approximately 82 of these 266 City vehicles are driven to destinations outside of San Francisco, which is contrary to existing City policy. These 82 vehicles exclude those City vehicles driven home by employees who both live and work outside of the City.

9. According to the Budget Analyst's survey, departments reported that they would assign an additional 24 vehicles to be used to perform on call duties to employees living outside of San Francisco, if the provisions of the Administrative Code were amended to allow such assignments.

10. Based on data provided by City departments, the Budget Analyst estimates that employees commuting from locations outside of the City travel an average of 42 miles more per day, or approximately 10,374 more miles per year (42 miles x 247 work days), than employees who live in the City.

11. The Purchasing Department has estimated that it costs \$0.29 per mile to operate a City vehicle, including fuel (\$0.07), maintenance (\$0.09), depreciation expense (\$0.13), but not including insurance costs, since the City is self-insured. The Budget Analyst estimates that the City's cost of self-insurance for the type vehicles under consideration to be approximately

\$0.05 per mile. Therefore the extra cost of authorizing a City employee who lives outside of the City but who works in the City to use City vehicles for transportation could cost the City an additional \$14.28 per vehicle per day (42 miles times \$0.34). Annualized, the extra cost per year would be approximately \$3,527.16 (\$14.28 per day x 247 days) per vehicle.

12. The City would save money on parking expenses for City vehicles which normally would have to be parked in a commercial lot in the City overnight, but, upon passage of the proposed ordinance, could be parked at the employee's residence. However, whether there would be a net savings from such authorization would depend on the distance the vehicle would be driven. Using the cost figure of \$0.34 per mile, monthly overnight parking charges of \$100 would equate to approximately 294 miles of vehicle operation per month, or approximately 40 one-way trips (approximately one month of travel) of 7.4 miles miles each to and from an employee's residence.

13. According to the Budget Analyst's survey, for 11 City departments which responded to the survey, such departments annually expend a total of approximately \$193,871 on parking spaces for City vehicles during non-working hours. In addition, departments spend an estimated \$28,000 per year on repairs required as a result of vandalism. Thus, a total of approximately \$222,000 is spent per year for the parking and repairs of City vehicles not driven home at night.

The following departments responding to the Budget Analyst's survey reported parking costs or costs for repairs needed because of vandalism and therefore could potentially save money if the savings outweigh the extra costs incurred for fuel and maintenance of City vehicles driven home at night:

<u>Department</u>	<u>Amount Expended</u>	<u>Estimated Amount</u>	<u>Total</u>
	<u>Annually on Off-</u> <u>hour Parking of</u> <u>City Vehicles</u>	<u>Expended</u> <u>Annually due to</u> <u>Vandalism</u>	
District Attorney	\$0	\$7,500	\$7,500
Electricity/Telecomm.	0	4,000	4,000
Hetch Hetchy	2,500	0	2,500
Police	18,000	3,000	21,000
Public Administrator	0	2,000	2,000
Public Defender	0	1,000	1,000
DPH	25,200	500	25,700
PUC/MUNI	69,859	0	69,859
DPW	36,648	9,700	46,348
Sheriff	20,880	0	20,880
Water	<u>20,784</u>	<u>300</u>	<u>21,084</u>
TOTAL	\$193,871	\$28,000	\$221,871

The remaining 36 City departments and agencies that responded to the survey do not incur expenses for off-hours parking, because of the availability of free parking provided by the City, nor do these departments report damage to vehicles caused by vandalism.

14. Mr. John Mullane, General Manager of the Water Department, and Mr. John Cribbs, the Director of Public Works, have expressed the need for allowing employees in their departments who live outside of the City, but who work within the City, to use emergency type vehicles for transportation to and from their residences for the purpose of providing emergency, on call, services. Mr. Mullane and Mr. Cribbs report that the subject emergency vehicles are primarily pick-up trucks, contain special equipment that cannot be accommodated by a privately owned passenger vehicle, and are equipped with radios for communicating in their respective radio communication nets. Further, some of the vehicles are equipped with red flashing lights and sirens.

15. Mr. Mullane and Mr. Cribbs have stated that the emergency vehicle provisions of Section 4.11 (b) (4), which enable the Chief of Police, the Sheriff, and the Director of Emergency Services to authorize the use of emergency vehicles (Police-30; Sheriff-5; Emergency Services-2) for transportation to and from an employee's place of residence, without restriction as to the location of the employees' residence, would satisfy their on call emergency requirements. Mr. Cribbs has stated that the Department of Public Works (DPW) would require authorization for 18 such vehicles. Mr. Mullane has stated that the Water Department would require authorization for 9 such vehicles. Letters from the Water Department and

from DPW stating their on call emergency vehicle requirements, are attached (Attachments I and II, respectively). Attachments III and IV are letters from the Fire Department and the Office of Emergency Services, respectively, stating support for the Water Department's on call emergency vehicle requirements.

16. In the judgment of the Budget Analyst, some number of vehicles used by the Water Department and Department of Public Works for inclusion in the foregoing emergency vehicle category would be reasonable and would be in accordance with existing policy. The Budget Analyst has not determined the exact number of vehicles in the Water Department and the Department of Public Works that should be so designated as emergency vehicles.

Forensic Pathologists

17. Mr. Nothenberg reports that Forensic Pathologists employed by the Office of the Medical Examiner/Coroner have been overlooked by Section 4.11 of the Administrative Code and that they should receive the same privileges as members of the other criminal investigatory agencies.

18. According to Dr. Boyd Stephens of the Medical Examiner's Office, a separate provision allowing on-call Forensic Pathologists to take City vehicles home was deemed necessary since it is not clearly indicated in current legislation that such use of City vehicles is permitted for Forensic Pathologists. Rather, current legislation provides certain exceptions, which do not include Forensic Pathologists, to the prohibition against taking City vehicles home.

19. Dr. Stephens reports that Forensic Pathologists are called to all homicide scenes, all suspicious death scenes, and upon the request of Medical Examiner Investigators.

- Recommendations:**
1. Approve the proposed amendment to Section 4.11 to authorize department heads, in lieu of the Purchaser of Supplies, to make City vehicle assignments upon approval of written justification from the individual officer or employee.
 2. Approve the proposed amendment to Section 4.11 to authorize two vehicles of the Medical Examiner/Coroner to be driven to an employee's residence for the purpose of providing emergency Forensic Pathologist services.

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3. Amend Section 4.11 to authorize City employees to drive City-owned vehicles to and from their places of residence solely for the purpose of garaging City vehicles during non-work hours, only with respect to City employees who live in the City. In the judgment of the Budget Analyst, authorizing City employees who live within the City to garage City vehicles at their place of residence during non-work hours could be economical in various instances. However, in the judgment of the Budget Analyst, authorizing City employees who live outside of the City to garage City vehicles at their place of residence during non-work hours may not be economical in various instances.

4. The decision of whether to amend Section 4.11 to authorize an employee who lives outside of the City to drive a City vehicle to and from the employee's place of residence for the purpose of providing transportation for the employee while the employee is in an on-call status for work after his or her normal workday is a policy matter for the Board of Supervisors.

5. Amend Section 4.11 to provide for the emergency, on call, requirements of the Water Department and the Department of Public Works in the manner provided the Police Department, the Sheriff's Office, and the Office of Emergency Services in Section 4.11 (b) (4).



M E M O R A N D U M

DATE: September 27, 1993

TO: John Taylor
Clerk of the Board

THRU: Stan Jones *[Signature]*
Board of Supervisors
Office of the Budget Analyst

FROM: John P. Mullane *[Signature]*
General Manager

RE: File No. 97-93-28 (Use of City Vehicles)

The above referenced amendment to the Administrative Code was heard before the Government Efficiency and Labor Committee at its meeting of September 22, 1993 and was subsequently tabled pending an analysis by the Board of Supervisor's Budget Analyst.

While there are a number of proposed changes to this particular code section, the Water Department's only concern relates to the proposed change under Section 4.11, Subsection (B)(1) which deletes the wording "resides in or both resides and works outside of the City and County". SFWD's concerns relate primarily to the necessity for emergency response by Class 7250 Utility Plumbing Supervisor I (the working title for this classification is Gateman). Twelve employees assigned to the City Distribution Division in this classification perform emergency response activities related to major main breaks, all fires of two or more alarms, and of course, any catastrophic disasters such as earthquakes. They ultimately are the ones that have the knowledge, expertise and equipment available to operate every valve in the 1,200 mile distribution system within San Francisco, controlling both the flow and pressure necessary to obviate situations to the health and safety of the citizens of San Francisco and the protection of personal property.

It is imperative that these individuals have immediate access to their vehicles due to: radio accessibility which provides instant communications with any situation; access to an area that may be restricted to non-official vehicles; possesses special equipment including a four-foot diameter gate valve operating wheel that can not fit in a personal vehicle; a substantially reduced response time; and a reduction of the susceptibility to inaccessibility should the City Distribution Division be isolated due to its location within the City during earthquakes, etc.

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Currently, three of the twelve Gatemen reside in San Francisco with obviously nine residing outside of the City. It is not the Department's intent that all twelve individuals take the vehicles home simultaneously, but that a core group of six Gatemen be either available through their daily work assignment or on call for emergency response. Thus, at a maximum, I would anticipate no more than six of the twelve trucks being home at any one time, which would necessitate an increase at the most of six vehicles outside of San Francisco being taken home at any one time.

If the Committee and ultimately the Board of Supervisors, accepts the rationale that the Department has an emergency response responsibility to protect the water supply, life and personal property of the citizens of San Francisco and that whatever can be done to reduce response time essentially improves the Department's response capabilities, then the proposed amendment to the Administrative Code would allow for immediate response and backup in emergency situations.

Further, if you agree to the concept of emergency response and its necessity for the Water Department, the current language handicaps the Department's ability relative to the flexibility of appointments. As an example, if an individual currently has emergency response responsibilities and resides within San Francisco, current language legitimizes that employee taking a vehicle home at night. Should that employee absent the position and a new employee who resides outside of San Francisco assume that role, he or she would not be able to fulfill such emergency response responsibilities. Deletion of the language would remedy this inconsistency.

The Fire Department, in the attached letter, has expressed the Fire Department's concern on this issue. We have similarly received verbal concerns from the State Department of the Safety of Dams and the State Department of Health Services concerning the Department's ability to respond in a timely fashion in emergency situations related to immediate water quality issues and the preservation of Water Department facilities. I am also in the process of attempting to solicit comments from John Bitoff, Director of the Office of Emergency Services as to his position on this issue and will forward same as soon as possible.

I wish to re-emphasize that currently any Department vehicle taken home at night for emergency response purposes is done so under strict compliance with current Administrative Code provisions. Approval of the change in the proposed language would result, at most, in an additional six vehicles being taken home at night. It is not the intention of the Department to provide any form of carte blanche based on the change in the Administrative Code.

JPM:amt
Enclosure

Department of Public Works



Office of The Director

John E. Cribbs
Director

September 29, 1993

SUBJECT: Government Efficiency & Labor
Committee File 97-93-28
Use of City VehiclesMr. Stan Jones
Budget Analyst's Office
1390 Market Street, Room 1025
San Francisco, CA 94102

Dear Stan:

Regarding the above subject to change the Administrative Code Section 4.11 to permit employees who are on call for emergencies after normal work hours to drive a city vehicle to their places of residence, it is imperative for the operations of this department that the Code be changed in order for us to operate in a lawful manner. Presently, we are called out for the following emergencies:

1. Sewer breaks or flooding of private or public property
2. Street cave ins
3. Street spills of petroleum products, chemicals, paints, etc.
4. Fallen trees
5. Rock or mud slides
6. Sewage treatment plant break downs
7. Accidents involving departmental vehicles or personnel
8. Clean-up after fires or police actions
9. Public building facility failures such as at county jails, YGC or hospitals.

Most of the vehicles driven home are pick-up trucks with covered beds or utility bodies or vans having special tools and equipment needed to handle the emergency and the time saving convenience of going directly to the emergency without going to the corporation yard first. All vehicles are equipped with two-way radios to contact the yard or other crews for assistance if necessary. Vehicles used for street emergencies are equipped with dome flasher lights for emergency safety and carry flares, barricades and plastic cones for traffic diversions.

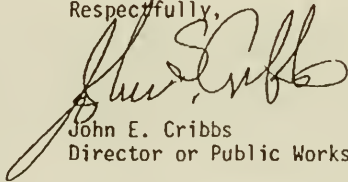
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To	From	
Stan Jones	John E. Cribbs	
Co.	Co.	

Government Efficiency & Labor
Committee File 97-93-28
September 29, 1993
Page Two

None of the managers of this department receive either stand-by pay or overtime pay. They do receive time off compensations for overtime worked up to a maximum carry-over from one fiscal year to the next of 80 hours. Any comp. time over the 80 hours is lost. Many of the managers on call-out are already above the 80 hours and the only incentive remaining (other than their desire to do a good job) is the use of a city vehicle to get to the emergency. We should not penalize good employees who are able to make good decisions in emergency conditions after work hours by refusing them the use of a city vehicle. This is penny-wise and pound foolish. The benefits received by the City over the long haul by permitting this use of city vehicles will far outweigh the small costs involved for fuel and wear and tear on the vehicles.

Attached are some photographs of the type of vehicles and equipment used for emergency call-out.

Respectfully,

A handwritten signature in dark ink, appearing to read "John E. Cribbs", written over the typed name and title.

John E. Cribbs
Director of Public Works

cc: Supervisor Terence Hallinan
Supervisor Susan Leal
Supervisor Barbara Kaufman

DPW VEHICLESFOR EMERGENCY CALL-OUT PURPOSESDRIVEN OUTSIDE CITY LIMITS

TYPE	WHERE DRIVEN	RESPOND TO	FREQUENCY
Mini Van	Corte Madera	Street Spills	30-36 times annually
Pick-Up	Larkspur	Street Clean-ups	30 times annually
Pick-Up	Pacifica	Fallen Trees	25 times annually
Pick-Up	San Lorenzo	Sewer Breaks	15 times annually
Pick-Up	Pacifica	Equipment Break-downs	12-15 times annually
Pick-up	So. San Francisco	Sewer Breaks	15 times annually
Blazer	Oakland	Street & Sewer Calls	10 times annually
Pick-Up	San Bruno	Street Cave-ins	10-15 times annually
Pick-Up	Daly City	Street calls	12-15 times annually
Blazer	Pacifica	Street & Sewer Calls	10 times annually
Sedan	Pacifica	Accidents & Claims Related	25 times annually
Pick-Up	Pacifica	Plant Maintenance	12-15 times annually
Pick-Up	Daly City	Boarding up buildings	10 times annually
Van	Pacifica	Electrical problems	15 times annually
Pick-Up	Daly City	Building Equipment Break downs	6-10 times annually
Sedan	San Carlos	All building problems	12-20 times annually
Sedan	San Bruno	Treatment Plant Emergencies	6-12 times annually
Sedan	Pacifica	Treatment Plant Emergencies	6-12 times annually

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO FIRE DEPARTMENT

Joseph A. Medina, *Chief of Department*

James P. Olson, *Deputy Chief...Operations*

Howard L. Slater, *Deputy Chief...Administration*



250 GOLDEN GATE AVENUE

SAN FRANCISCO, CALIFORNIA, 94102

(415) 561-8000, EXTENSION 281

October 19, 1992

Mr. William Olinger
 San Francisco Water Department
 City Distribution Division
 1990 Newcomb Avenue
 San Francisco, CA 94124

Dear Mr. Olinger

It has come to my attention that San Francisco Water Department gatemen no longer have 24 hour immediate access to vehicles and equipment. Without the capability of such response, safety to both human life, and the property and tax base of the City and County of San Francisco will be jeopardized.

In the past, we have established a very good working relationship with the Operations of City Distribution Division with regard to supplying domestic water for fire combat. Your personnel have proven to be an invaluable resource at all greater alarms when increased water flow or pressure have been required. We have achieved this harmony through the availability of constant direct communication with the Incident Commander on the fireground.

I truly regret hearing of this grievous situation and hope this policy is only temporary.

If you have any questions, or there is any further discussion, please do not hesitate to contact me at 861-8000, ext 0252.

Very truly yours,

JOSEPH A. MEDINA
 Chief of Department

Steven L. Van Dyke
 Water Supply Superintendent

SEP 28 '93 05:38PM OES SAN FRANCISCO 415 431-7500

P. 2/2

City and County of San Francisco

Mayor's Office of Emergency Services



Frank M. Jordan
Mayor

RADM. John W. Bitoff USN (Ret)
Director

September 29, 1993

Mr. John P. Mullane
General Manager
San Francisco Water Department
425 Mason Street
San Francisco, CA 94102

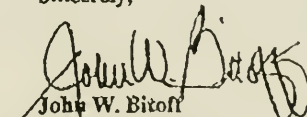
Dear Mr. Mullane:

I am in receipt of a copy of your September 27, 1993 letter to the Clerk of the Board regarding the emergency response aspects of the Water Department and the concomitant requirement for a small number of your employees to have immediate access to official vehicles.

I wholeheartedly support the Board's efforts to come to grips with the problems surrounding the use of official City vehicles. But I also support revamping the system from time to time, to not just "taketh away," but to "giveth" as well. In this light, and with the hope of enhancing emergency response across the spectrum of disciplines, I concur with your desire to exempt a very small number of Water Department gatemen from the strict constraints of the rules as they now exist.

The problem of City employees living outside the City and County limits is primarily a function of the cost of living in San Francisco. This fact of life is of great concern to me and we must do everything possible to ameliorate the situation by facilitating the quick return of those employees whose presence will make a difference in an emergency.

Sincerely,


John W. Bitoff
RADM, USN (Ret)

JWB:az

Item 5 - File 127-92-10

Note: This item was continued to the call of the chair at the January 13, 1993 Finance Committee meeting.

Item: Ordinance amending Article 12B of Part III of the San Francisco Municipal Code by adding Section 1007.3 to require persons filing a statement of fictitious business name pursuant to Section 17900 et seq. of the California Business and Professions Code to provide proof of compliance with business tax registration requirements.

Description: Under the Administrative Code, the City imposes three types of business registration requirements. All businesses in San Francisco are required to obtain a business tax registration certificate from the Tax Collector, in order for the City to enforce collection of business taxes. In addition, some, but not all, businesses are required to obtain regulatory permits of various kinds, such as Health Department permits for restaurants or Fire Department permits for gas stations, which are issued by the individual departments. Finally, some, but not all, businesses are required to obtain business licenses, including, for example, licenses for laundries, sightseeing operations, theaters, automotive repairs shops, and others.

The Recorder administers the filing and issuance of fictitious business name statements, which are required of individuals who adopt a name different than their own as a name for their business.

The proposed ordinance would amend the Administrative Code to require that individuals who file a statement of fictitious business name with the Recorder must provide proof of business tax registration from the Tax Collector before the fictitious business name statement will be issued.

Comments:

1. The Recorder and the Tax Collector have previously reported that the intent of the proposed ordinance is to require persons filing fictitious business name (FBN) statements to present evidence that they have obtained the business tax registration certificate, pursuant to Article 12-B of the Administrative Code.
2. Mr. Greg Diaz of the Recorder's Office reports that the specific proof to be presented by applicants for a FBN statement has not been determined yet.

3. Mr. Diaz advises that the Recorder's Office would not require additional staff or costs to implement the proposed legislation.

4. According to Mr. Richard Sullivan of the Tax Collector's Office, the Tax Collector currently reviews newspapers and other sources to locate businesses operating in San Francisco that have not applied for a business tax registration. Mr. Sullivan anticipates that the proposed legislation would allow the Tax Collector to enforce business tax registration requirements more effectively, and would therefore result in increased revenue to the City. The amount of such increased revenues to the City would be contingent upon the extent to which businesses do not comply with City business tax requirements, the extent to which the proposed legislation forces such businesses to comply, and the amount of business taxes and other fees owed by these businesses.

Recommendation: Approve the proposed ordinance.

Memo to Government, Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 6 - File 65-93-7

Department: Public Utilities Commission

Item: Ordinance approving a lease termination agreement; providing for the execution of the lease termination agreement; authorizing the General Manager of the Public Utilities Commission (PUC) to make changes to the lease termination agreement; authorizing City officials to execute and deliver any document necessary to implement this ordinance; and ratifying any action previously taken in connection with this ordinance.

Location: South end of the Calaveras Reservoir, Santa Clara County

Purpose of Lease: Radar Range Facility
(Satellite Antennae Research Test Facility)

Lessor: City

Lessee: Space Systems/Loral, Inc.

Acreage: 50 acres

Annual Revenue: \$171,288 (\$3,425.76 per acre)

Description: On August 1, 1991, the City and Space Systems/Loral Inc., a Delaware Corporation, entered into a five-year lease agreement for approximately 50 acres at the south end of the Calaveras Reservoir in Santa Clara County for use by Loral Inc. as a radar range. The current lease between Space Systems/Loral Inc. and the City contains an option for early termination during the first three anniversary dates of the initial lease term. Space Systems/Loral Inc. has advised the PUC that it no longer needs the leased area. Therefore, the proposed resolution would approve the termination of this lease. Also, it should be noted that according to Mr. Gerald Romani of the Water Department, the Water Department is concerned that the commercial or industrial use of this property, which is in proximity to the Calaveras Reservoir, poses a risk to the drinking supply.

Comments: 1. The rent on the lease being terminated is \$171,288 per year. Under the current lease agreement, rent is increased no less than four percent and no more than ten percent annually according to the Consumer Price Index. Since the proposed resolution would terminate the current lease two years early, the amount of lost revenue would be \$363,405 to \$395,675 over two years, depending on inflation.

Memo to Government, Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

2. The current lease provides for early termination. Therefore, the proposed resolution should be approved to conform with the terms of the existing lease.
3. The proposed lease termination agreement has already been executed. Therefore, the proposed resolution provides for ratification of action previously taken.
4. According to Mr. Bill Laws of the Water Department, revenue from this lease was not specifically included in the Department's FY 1993-94 budget, since the Department's budget includes a roll-up of all lease revenues. Mr. Laws advises that the Department will compensate for the loss of this lease by increasing revenues in other areas, or by decreasing costs.

Recommendation: Approve the proposed resolution.

OCT 7 1993

SAN FRANCISCO
PUBLIC LIBRARY

Item 6 - File 65-93-7

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Memo to Government, Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

ATTN: Jane Hudson

REVISED

2. The current lease provides for early termination. This proposed lease termination agreement amends the current lease to change the termination date from August 1 of any of the first three anniversary dates to November 30, 1993.

3. The proposed ordinance provides for ratification of action previously taken. According to Mr. Romani, this action previously taken consists of agreement of the parties on a new termination date and the obtaining of PUC approval for said termination.

4. According to Mr. Bill Laws of the Water Department, revenue from this lease was not specifically included in the Department's FY 1993-94 budget, since the Department's budget includes a roll-up of all lease revenues. Mr. Laws advises that the Department will compensate for the loss of this lease by increasing revenues in other areas, or by decreasing costs.

Recommendation: Approve the proposed resolution.

DOCUMENTS DEPT.

OCT 7 1993

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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 10 -File 17-93-1

Department: Police Commission

Item: Resolution requesting the Board of Supervisors to adjust the City's inventory records because of the loss of a Police Department vehicle (California License Number 1JQG391).

Description: According to the proposed resolution, the Police Department inadvertently transferred an unmarked Police vehicle to the City's tow contractor, who sold it. Mr. Loyce Tucker, Police Department Fleet Manager, advises that the vehicle in question was stolen by the person being pursued during a Police foot chase. During the vehicle chase that ensued, an accident that occurred destroyed the vehicle. The vehicle was towed by the City's tow contractor, City Tow, and the Police Department placed a ten-day Police hold on the vehicle. After fifteen days, City Tow sold the vehicle as salvage. The loss was discovered when the case was adjudicated and the Department returned to City Tow to collect the vehicle, which was to be used as evidence.

Upon discovery of the loss, the Police Department notified the Purchaser. The Purchaser conducted an investigation which confirmed that the Department's total unmarked vehicle count has been reduced from 232 to 231. The proposed resolution would adjust the Police Department's inventory to reflect the loss of this one unmarked Police Department vehicle.

Comments: 1. According to Section 21.32 of the Administrative Code, the Board of Supervisors must approve a change in inventory before a Department can update its records. This proposed resolution meets the requirements of Section 21.32.

2. The City Attorney's Office advises that authorization to update inventory is separate from the legal aspects of the loss of inventory. Mr. Tucker advises that the Police Department's Legal Division is currently pursuing the legal aspects of the loss of this vehicle. This proposed resolution does not pertain to the legal aspects of the case, Mr. Tucker reports, but would only update the Department's inventory to reflect the reduction in its fleet. Once the inventory has been updated, the Department will be able to replace the lost vehicle, Mr. Tucker advises, depending on funding availability.

2. Mr. Tucker reports that the amount received by City Tow for the sale of the vehicle was less than \$100. The Police Department's Legal Division is pursuing the issue of this reimbursement, Mr. Tucker advises.

BOARD OF SUPERVISORS
BUDGET ANALYST

**Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting**

Recommendation: Approve the proposed resolution.

Item 11 - File 25-93-25

Department: Recreation and Park Department

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be performed by a private contractor for a lower cost than similar work performed by City and County employees.

Services to be Performed: Security Services at Candlestick Park

Description: The Controller has determined that contracting for security services for Fiscal Year 1993-94 at Candlestick Park would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel Services	\$594,501	\$703,519
Fringe Benefits	<u>136,444</u>	<u>152,916</u>
Total	\$730,945	\$856,435
<u>Contracted Service Cost</u>	<u>300,000</u>	<u>300,000</u>
<u>Estimated Savings</u>	\$430,945	\$556,435

Comments: 1. Currently, five City employees (four Park Patrol Officers and one Head Park Patrol Officer) provide security services at Candlestick Park. Fiscal Year 1993-94 would be the first year a private contractor would provide security guard services at Candlestick Park.

2. The Recreation and Park budget for 1993-94 provides for four Park Patrol Officer positions through August 31, 1993 and funds for contractual security services beginning September 1, 1993. The four Park Patrol Officer positions were deleted effective August 31, 1993. However, until the contractor is finally selected the four Park Patrol Officer positions are being paid from temporary salary monies in the 1993-94 budget.

3. The Contracted Service Cost for the purpose of this analysis is based on the same hourly rate (\$10.00) charged in an existing security contract which the Recreation and Park Department has in place at the Zoo.

4. The Recreation and Park Department advises that they are in the process of competitively bidding for the security services contract.

5. According to Mr. Phil Arnold of the Recreation and Park Department, security services at Candlestick Park, particularly on non-game days is inadequate. Mr. Arnold reports that by contracting out these security services, the Department expects to obtain increased security coverage. Mr. Arnold explains that currently the City is spending approximately \$200,000 to provide approximately 10,000 hours of security coverage (\$20 per hour), whereas by contracting out these services for \$300,000, the City could provide (at \$10 an hour) 30,000 hours of security coverage. In anticipation of contracting for security guard services at an increased level of services, the 1993-94 Recreation and Park Department budget, as approved by the Board of Supervisors includes approximately \$300,000 for security services (approximately \$50,000 for Civil Service salaries and \$250,000 for contractual services). Thus, a 50 percent increase in costs (from \$200,000 to \$300,000) will result in a 200 percent increase in security services (from 10,000 hours to 30,000 hours).

6. As stated above, four Park Patrol Officers will be deleted as a result of contracting out security services (the Head Park Patrol Officer will be transferred to Golden Gate Park). Mr. Arnold advises that the Recreation and Park Department has found City positions for two of these Park Patrol Officers by bumping temporary workers at Golden Gate Park, and is currently working with union representatives to find other City positions for the remaining two individuals. However, currently, there are no more vacancies in the 8208 Park Patrol Officer classification.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: The Budget Analyst concurs with the Controller's certification that security guard services at an increased level of service for 1993-94 can be practically performed by a private contractor at a lower cost than similar services performed by City and County employees. However, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.

City and County of San Francisco

Recreation and Park Department



CHARTER 8.300 -1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: RECREATION AND PARK DEPARTMENT

CONTRACT SERVICES: CANDLESTICK STADIUM SECURITY SERVICE CONTRACT

1. Who performed service prior to contracting out ?

Four 8208 Park Patrol Officers

2. Number of City employees laid off as a result of contracting out ?

four

3. Explain disposition of employee if they were not laid off.

Insufficient budget funds to keep them on board. They may be absorbed through attrition. At this time we do not have vacancies in the 8208 classification.

4. What percent of City employees' time is spent on services to be contracted out ?

100 %. Both tenants, the Giants and 49ers request to have full coverage, around the clock security at Candlestick Stadium. In order to provide around the clock security, the Department would need to budget for an additional four 8208 Park Patrol Officers, one 8210 Park Patrol Officer, and \$50,000 in temporary relief funds. This would be an additional cost of \$270,000 not including the existing four 8208 Park Patrol Officers.

5. How long have the services been contracted out?

This will be the first time for Candlestick Stadium. The department has a Security Contract at the Zoo for the last seven years.

6. What was the first fiscal year for a Proposition J Certification?

Hopefully fiscal year 93-94.

7. How will contract services meet the goals of your MBE/WBE/ACTION PLAN?

The Department will actively seek MBE/WBE to bid on Security Guard Services. Our Senior Purchaser will follow Purchasing's guideline in outreach to minority and women owned business.

ETAI CHEN
BUDGET OFFICER
666-7040

Item 12 - File 25-93-26

Note: A similar item (File 25-93-20) was previously tabled at the Board of Supervisors meeting on September 7, 1993.

Department: Commission on the Aging (COA)

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be practically performed for the Commission on the Aging by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Senior Transportation/Escort Services Program

Description: The Controller has determined that contracting for Senior Transportation/Escort Services will result in estimated savings as follows:

	<u>Lowest</u> <u>Salary</u> <u>Step</u>	<u>Highest</u> <u>Salary</u> <u>Step</u>
<u>City Operated Services Costs</u>		
Salaries	\$1,392,237	\$1,688,801
Fringe Benefits	<u>330,922</u>	<u>375,733</u>
Total	\$1,723,159	\$2,064,534
<u>Contract Services Cost</u>		
Transportation	\$800,000	\$800,000
Project SAFE (in Police Dept. Budget)	<u>300,000</u>	<u>300,000</u>
Total	<u>\$1,100,000</u>	<u>\$1,100,000</u>
Estimated Savings	\$623,159	\$964,534

Comments: 1. The Senior Transportation/Escort Services Program provides transportation and escort services to senior citizens in San Francisco. The Police Commission currently administers the Program but has voted to contract out the service under the administration of the COA. Fiscal Year 1993-94 is the first year in which the Senior Transportation/Escort Services Program would become a contractual service. These services have been previously provided by Civil Service employees.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. As noted above, a similar item was previously tabled at the Board of the Supervisors meeting of September 7, 1993. This was done at the request of the COA, which desired additional time to revise the COA's contracting process using new guidelines and to issue a Request for Proposal (RFP) to select a contractor to provide the Senior Transportation/Escort Services based on the new guidelines. This action was considered necessary by the COA to address a conflict of interest issue in connection with the original RFP issued by the COA for the provision of these services. The COA advises that a Request for Proposal (RFP) was issued on September 10, 1993 and the COA received three bids in response to this RFP. Of the three bids, the COA selected two consortiums, Self Help for the Elderly and John King Senior Center, as joint contractors to provide the necessary services. Both of these consortiums are community-based non-profit organizations. According to the COA, these two consortiums are proposing to provide 71,000 units of multi-cultural and multi-lingual escort, service arrangement, and transportation service from mid-October, 1993 to June 30, 1993 (approximately 8.5 months). According to the COA, this is twice the level of service the City could provide over the course of a full year. The total contracted service cost would be \$560,000 (approximately \$800,000 annually). In addition, Project SAFE requires \$300,000 annually for a total contract cost of \$1,100,000 annually. The John King Senior Center would serve as the lead agency for a consortium of eight service providers. The participating agencies in this consortium include:

- John King Senior Center
- Centro Latino de San Francisco Inc.
- Western Addition Senior Services
- Salvation Army Senior Center
- Bernal Heights Community Center
- Filipino American Senior Service Center
- Russian American Senior Services
- Korean Center Inc.

The Self Help for the Elderly would act as lead agency in conjunction with Mission Neighborhood Center and Bayview Hunters Point Senior Center for a consortium of eight service providers. The participating agencies in this consortium include:

- Self Help for the Elderly
- Mission Neighborhood Center
- Bayview Hunters Point Senior Center
- North of Market Senior Services

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

- Korean Center
- Kimochi
- Russian American Community Services
- Salvation Army Senior Activity Center

3. Mr. Lawrence Ross, Chief Fiscal Officer of the COA advises that the two consortiums have committed in writing to interview and consider hiring all current employees of the Senior Transportation/Escort Services Program who wish to apply for positions.

4. The Controller's supplemental questionnaire with the COA's responses, including the MBE/WBE status of this contract, is attached.

5. According to Mr. Ross, the Mayor will not approve any supplemental appropriations for the Senior Transportation/Escort Program if the proposed legislation fails. Therefore, the Senior Transportation/Escort Program would have to be operated on a budget of \$1.1 million by Civil Service employees. The COA staff previously advised that they would be willing to reduce by 30 percent their annual Civil Service costs of \$1,920,000 for Fiscal Year 1993-94 (approximately \$135,000 per month or \$1,620,000 annually plus the \$300,000 for Project SAFE). This would result in total estimated annual in-house Civil Service costs of \$1,344,000 (70 percent of \$1,920,000). However such estimated Civil Service costs of \$1,344,000 would still be \$244,000 annually more than the estimated contract cost of \$1,100,000.

Recommendation: The Budget Analyst concurs with the Controller's certification that the Senior Transportation/Escort Services Program can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees. However, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

DEPARTMENT	<u>San Francisco Commission On the Aging</u>
CONTRACT SERVICES	<u>Senior Transportation</u>
TIME PERIOD	<u>July 1, 1993 - June 30, 1994</u>

1) Who performed services prior to contracting out?

The duties are currently performed by the Senior Escort Program (SEP), operated by the San Francisco Police Department.

2) Number of City employees laid off as a result of contracting out?

None. SEP has been discontinued by the SFPD as a result of mandated budget reductions for FY1993-94 and all program employees have been laid off independent of the decision to contract out such services through the Commission On the Aging.

3) Explain disposition of employees if they are laid off.

Senior Escort Civil Service classes are not used elsewhere in City government. These employees will not bump others unless they are on leave from other permanent positions.

4) What percent of City employees' time is spent on services to be contracted out?

80% of previous salary costs were used to provide vehicular transportation to senior citizens.

5) How long have services been contracted out?

This is a new contract, services have in the past been delivered by city employees.

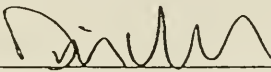
6) What was the first fiscal year for a Prop. J Certification?

NA, no previous contract.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

The competitive bid process used by the Purchaser and required approval by the Board of Supervisors assures maximum participation by qualified MBE/WBE businesses.

Department Representative


David Ishida, Director

Telephone: 864-6051

cxlquesp

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 13 - File 25-93-27

Department: Public Utilities Commission (PUC)

Item: Resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Uniformed Security Services

Description: The Controller has determined that contracting for uniformed security services at the Municipal Railway's (MUNI) yards in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Personnel Costs	\$1,714,962	\$2,025,508
Fringe Benefits	<u>385,579</u>	<u>432,503</u>
Total	\$2,100,541	\$2,458,011
<u>Contracted Service Costs</u>	<u>905,052</u>	<u>905,052</u>
<u>Estimated Savings</u>	\$1,195,489	\$1,552,959

Comments: 1. Uniformed security services for the PUC at the MUNI yards were first certified as required by Charter Section 8.300-1 in 1983-84 and have continued to be provided by an outside contractor since then.

2. The PUC advises that Burns International is currently providing uniformed security services under a month-to-month contract. The PUC is in the process of awarding a two year contract beginning in FY 1993-94 to Burns International in a joint venture with Western Security Bureau of Northern California (under this agreement Western Security Bureau of Northern California would receive 36% of the contract). This two year contract would include four one-year renewal options.

The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of

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this contract, is attached. Burns International is neither an MBE or WBE firm. Western Security Bureau of Northern California is a certified MBE firm.

3. In September 1992, the Board of Supervisors approved a resolution (25-92-29) that concurred with the Controller's certification that contracting for uniformed security services at the Municipal Railway yards could continue to be provided at a lower cost in FY 1992-93 than similar work done by City employees. According to Mr. Carlos Jacobo of the PUC, it was anticipated that a two-year contract would be awarded to Burns International as part of a joint venture with a minority partner for FY 1992-93 and 1993-94, as the lowest qualified bidder. However, the minority joint venture partner backed out of the proposed agreement requiring Burns International to seek another qualified minority partner. Thus, Burns International, which was already providing uniformed security services on a month-to-month basis, continued to provide these services on a month-to-month basis pending the selection of another joint venture partner. PUC is now preparing to award a two-year contract to Burns International in a joint venture with Western Security Bureau of Northern California beginning in FY1993-94. According to the PUC, Burns International has agreed not to increase the bid price that they submitted in June of FY1992-93, therefore the contract was not rebid.

4. The Contracted Service Costs used for the purpose of this analysis is the current contractor's estimated cost of providing uniformed security services for a period of one year.

5. According to Mr. Mike Ward of the Purchasing Department, Burns International does provide health care benefits for its employees. Western Security Bureau of Northern California makes a health care plan available to its employees, however, the employee must pay the full cost of the plan.

Recommendation: Approve the proposed resolution.

ATTACHMENT D

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment: Public Utilities Commission

Time Period: 1993-94

Contract Services: Uniformed Security Services

- 1) Who performed service prior to contracting out?

These services have always been performed through an outside contract.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employee if they were not laid off.

N/A.

- 4) What percent of City employees' time is spent on services to be contracted out?

N/A.

- 5) How long have the services been contracted out?

Since 1975 (18 years).

- 6) What was the first fiscal year for a Proposition J Certification?

1983-84.

- 7) How will contract services meet the goals of your MBE/WBE/Acting Plan?

They will conform with the PUC's and City's MBE/WBE plans.

Michelle Witt
Assistant General Manager
& Director of Finance

Telephone: (415) 923-2560

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 14 - File 38-93-10

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to accept and expend a gift in the amount of \$955,106 from the San Francisco Library Foundation for the operation of the Telephone Information Program for Fiscal Years 1993-94 and 1994-95.

Amount: \$955,106

Source of Funds: San Francisco Library Foundation

Description: The Public Library is proposing to use the proposed gift of \$955,106 to pay for a centralized Telephone Information Program located at the Main Library which will (1) provide increased access to patrons who cannot physically come to the Library and (2) enhance the current telephone system's capabilities in the Library in order to provide more patrons with information about the Library's holdings and services in a timely manner. The Program would specifically increase the number of hours per day that the public can access library information by telephone, increase the capacity for in-coming calls, provide an additional 10 FTE staff to respond to inquiries in English, Cantonese and Spanish, and provide more sophisticated information from the Library by using librarians for higher-level reference work over the telephone. The proposed hours of Program operation at the Main Library would be Monday through Saturday, 9:00 am to 9:00 pm.

Ms. Seema Grover of the Public Library advises that the San Francisco Library Foundation has stipulated that the proposed gift of funds cannot be used for existing library services or to supplant General Funds. Additionally, the Foundation has stipulated that the monies must be used to increase public access to the Public Library and to help existing staff do their jobs better.

The Public Library's estimated budget for the proposed Telephone Information Program, which would be expended over a two-year period, is detailed below:

Memo to Government Efficiency and Labor Committee
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		Fiscal Year 1993-94	Fiscal Year 1994-95	Total
<u>Personnel</u>	<u>FTE</u>			
Librarian II	1.00	\$46,510	\$46,510	\$93,020
Librarian I	2.50	99,180	99,180	198,360
Librarian Technician	3.50	115,742	115,742	231,484
Jr. Management Assistant	1.00	32,756	32,756	65,512
Management Information System Technician I	0.50	13,403	13,403	26,806
Custodian	0.50	12,841	12,841	25,682
Building Engineer	0.50	18,740	18,740	37,480
Security Guard	0.50	12,424	12,424	24,848
Bilingual Pay		5,460	5,460	10,920
Night Differential Pay		3,579	3,579	7,158
Fringe Benefits		<u>92,998</u>	<u>92,998</u>	<u>185,996</u>
Subtotal	10.00	\$453,633	\$453,633	\$907,266
<u>Operating Expenses</u>				
Ready Reference Materials		\$15,000	\$2,900	\$17,900
Telephone (annual charges)		7,200	7,100	14,300
Telephone Installation		540	0	540
Materials and Supplies		<u>500</u>	<u>0</u>	<u>500</u>
Subtotal		\$23,240	\$10,000	\$33,240
<u>Equipment</u>				
Computer Terminal (6 @ \$500 each)		\$3,000	\$0	\$3,000
Printer for Terminal		400	0	400
Furniture (rotary file with work stations)		7,000	0	7,000
40 Button Telephone Consoles				
with Headsets (3 @ \$1,400 each)		<u>4,200</u>	<u>0</u>	<u>4,200</u>
Subtotal		\$14,600	\$0	\$14,600
Total		\$491,473	\$463,633	\$955,106

Comments:

1. The above noted proposed program budget includes \$15,640 in one-time equipment and telephone costs and \$463,633 in on-going annual costs. Ms. Hope Hayes Chief of the Main Public Library advises that when the \$995,106 gift amount is fully expended the project staff noted above would be terminated and the service hours would be reduced to the current level unless another source of funds (i.e., grants, gifts,) could be identified. According to Ms. Hayes, in the absence of the project staff, the enhanced telephone system capabilities could still be utilized by existing staff to provide improved service to the public, albeit at a reduced level.

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2. The above noted budget was based on the proposed Program having a start-up date of July 1, 1993. According to Ms. Hayes, the Public Library now anticipates being able to hire the proposed Program staff and bring the Program on-line by December 1, 1993. As such, the Public Library estimates that the actual total amount needed to pay for this Program for FY 1993-94 is \$299,461 (\$264,621 for personnel, \$20,240 for operating expenses and 14,600 for equipment), or \$192,012 less than the \$491,473 amount included in the above noted proposed budget for FY 1993-94. Ms. Hayes advises that the \$192,012, which would remain unexpended in FY 1993-94, would be carried forward to FY 1994-95.

3. As noted above, the proposed budget includes \$4,200 for the purchase of three telephone consoles for the proposed Program. According to Ms. Hayes, the Telephone Information Program will actually require the use of six telephone consoles. Ms. Hayes advises that the additional three telephone consoles needed for the proposed Program are already on storage with the Library.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 15 - File 38-93-11

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to accept and expend a gift in the amount of \$340,395 from the San Francisco Library Foundation for the implementation of the Referral Center and operations of the On-line Community Access Program at the San Francisco Public Library for FY 1993-94.

Amount: \$340,395

Source of Funds: San Francisco Library Foundation

Description: The Public Library plans to use the proposed gift of \$340,395 to implement the Referral Center and operation of the On-line Community Access Program at the Public Library. The implementation of the Referral Center involves the upgrading of the Branch Libraries' telephone systems from rotary dial to touch-tone dial and linking these telephone systems to a direct line with the Main Library, such that the public can be referred, when appropriate, directly from a Branch Library to the Main Library for reference information. The On-line Community Access Program would involve the creation of an on-line database to provide public access to a variety of information on community-based organizations City-wide (i.e., types of services, activities and events).

Ms. Seema Grover of the Public Library advises that the San Francisco Library Foundation has stipulated that the proposed gift of funds cannot be used for existing library services or to supplant General Funds. Additionally, the Foundation has stipulated that the monies must be used to increase public access to the Public Library and to help existing staff to do their jobs better.

The Public Library's estimated budget for the proposed implementation of the of the Referral Center and operation of the On-line Community Access Program, is detailed below:

<u>Personnel</u>	<u>FTE</u>	
Staff Assistant	1.00	\$39,672
Library Technical Assistant	1.00	40,064
Library Assistant (2)	1.00	33,878
System Analyst	<u>1.00</u>	60,265
Fringe Benefits	4.00	<u>46,947</u>
Subtotal		\$220,826

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Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Work- Order

Department of Electricity:

Branch Library telephone upgrade and installation	\$45,000
Main Library data and telephone wiring	20,000
Telephone network equipment	5,000
Data network equipment	<u>5,000</u>
Subtotal	\$75,000

Equipment

Dial-up Port Hardware and

Installation	\$26,600
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Database Network Service (provides an electronic

connection to worldwide library and information network)

17,969

Total	\$340,395
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Comments:

1. Mr. Edward McBride of the Automation Services Division of the Public Library advises that the implementation of the Referral Center and the On-line Communication Access Program is a one-year project and when the \$340,395 gift amount is fully expended the project staff would be terminated.

2. The above noted budget was based on the proposed project having a start-up date of July 1, 1993. According to Mr. McBride, the Public Library now anticipates being able to hire the proposed project staff by December 1, 1993. As such, the Public Library estimates that the actual total amount needed to pay for this project for FY 1993-94 is \$240,893 (\$128,814 for personnel, \$75,000 for the Department of Electricity, \$26,600 for the equipment and \$10,479 for database network services), or \$99,502 less than the \$340,395 amount included in the above noted proposed budget. Mr. McBride advises that the \$99,502, which would remain unexpended in FY 1993-94, would be carried forward to FY 1994-95.

Recommendation: Approve the proposed resolution.

Item 16 - File 39-93-1

1. This item is a hearing to consider transmitting the 1992-93 Civil Grand Jury Reports of the City and County of San Francisco. This hearing concerns 12 reports released by the 1992-93 Civil Grand Jury, as follows:

<u>Department</u>	<u>Report Title</u>
Mayor	Overtime
Public Utilities Commission (PUC)	Claims Function Consolidation Use of City-Owned Vehicles PUC Security Transit Driver Training Diesel Contract MUNI Planning Transit Operator Drug and Alcohol Testing Additional Observations and Recommendations for Improvement of MUNI
Civil Service Commission	Management and Training and Employee Evaluation
Department of City Planning	Residential Conservation Controls
Recreation and Park Department	Small Craft Marina and Yacht Harbor

2. The Civil Grand Jury's recommendations, included in their report for the Mayor's Office entitled Overtime, are as follows:

- The Mayor and Board of Supervisors should freeze all salaries (including uniformed, miscellaneous and Category Z) at FY 1992-93 levels. All union contracts should be opened. The next fiscal year should be used to make long-term adjustments to the pay and overtime structure.
- The Mayor should issue a budget instruction to all departments which absolutely precludes approvals of any supplemental appropriation requests for overtime.
- The Controller should approve no more withdrawals from Category Z status if payment of overtime from the General Fund is involved.
- Departments should be required by the Mayor to comply with the overtime reporting requirements of the San Francisco Administrative Code Section 18.13, "Maximum Permissible Overtime." The Board of

Supervisors should amend Section 18.143 to establish procedures for Board review and departmental corrective actions if required.

- The Mayor should direct the top ten overtime user departments to report overtime use to his Office each quarter. Each initial report should include departmental plans to reduce overtime use during the remainder of this fiscal year and for FY 1993-94. These departments should also be required to present detailed plans on how they will achieve greater accountability in controlling overtime.
- The Mayor should take the following additional actions which are a restatement of the recommendations in the 1987 Budget Analyst report, "overtime Expenditures for City Departments", since little but lip service has been given them:
 - a. A detailed review of overtime policies and management controls for all City departments.
 - b. Development of consistent and enforceable overtime policy for all City departments and employees; and
 - c. Development of improved management oversight and control of expenditures for overtime wages.

3. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Claims Function Consolidation, are as follows:

- The Mayor should require that a single unified claims and investigations office be established. The office should be under the management of the Director of Claims and Investigations in the Office of the City Attorney. As required by San Francisco Charter Section 3.401, the Airport and Port claims functions should be transferred immediately.
- The Board of Supervisors should pass an ordinance directing the consolidation of the PUC Claims function under the Director of Claims and Investigations in the City Attorney's office, as outlined in paragraph (c) of San Francisco Charter Section 3.401.
- To arrive at a more realistic budget figure, the claims budgeting process should be revised by the PUC General Manager and departments to reflect the reserve necessary to cover all potential liability on a case-by-case basis.
- Pending such reorganization, the General Manager of the Public Utilities Commission should direct the PUC General Claims Agent to accomplish the following:

- a. Prepare written procedures for investigating, processing, and adjusting claims, including the requirement for management review at key points in the process;
 - b. Develop a system to control and document the expenditure of time in the claims office;
 - c. Write a comprehensive, formal training program for investigators and adjusters, including, but not limited to information concerning torts, the legal process, insurance, City rules and regulations, claims processing, investigative techniques, and litigation, including the use of depositions; and
 - d. Prepare written position descriptions for each assigned person and prepare performance evaluations required by Civil Service regulations.
- Pending such reorganization, the City Controller should conduct a management audit of the PUC claims function during fiscal year 1993-94.
4. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Use of City-Owned Vehicles, are as follows:
- The Board of Supervisors should direct that Section 4.11 of the Administrative Code be rewritten to clarify procedures for City-owned vehicle use and assign responsibility for the management of the overall program. This is a repeat recommendation from the 1991-92 Civil Grand Jury which has not been acted upon by the Board of Supervisors.
 - The Office of the Mayor should require, annually, that MUNI and other departments justify the numbers of City-owned vehicles authorized for official use, the rationale for such use, and the names and titles of employees authorized to use them.
5. The Civil Grand Jury's recommendations, included in their report entitled PUC Security, are as follows:
- The San Francisco Police Department should dedicate more Police Officers to the "MUNI Transit Detail." The safety and protection of operators, passengers, vehicles, and MUNI facilities should be the only priority of Police assigned to MUNI, unless there is an extreme City-wide emergency.
 - Revenue-collecting and money-counting responsibilities should be removed from MUNI by the General Manager, PUC. An outside financial entity should be employed to collect, count, and account for all fares and other monies.
 - MUNI should acquire fare boxes that employ current technology.

6. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Transit Driver Training, are as follows:

- The Civil Service Commission should require that all applicants for MUNI transit operator positions, who otherwise qualify, hold a current California Class B/P driver's license. Such training should be at the applicant's expense.
- The General Manager of MUNI should extend the current 11 days line training to 21 days and, in addition to driver training with an experienced driver, include classroom training by the Civil Service Training Program and other City agencies, courses in rider awareness and sensitivity, San Francisco street locations, City and Bay Area transit connections, emergency situations, and safety and courtesy.
- The General Manager of MUNI should require that during the apprentice probationary period of 12 months after a driver completes training, the driver must be monitored frequently for driving proficiency and adherence to MUNI rules and policies. Any major infractions during this period should result in dismissal.

7. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Diesel Contract, are as follows:

- When price differentials are insignificant, the City Purchasing Department should award contracts on the basis of what is best for the City overall.

8. The Civil Grand Jury's recommendations, included in their report entitled MUNI Planning, are as follows:

- The MUNI's General Manager should take the following actions:
 - a. Disseminate the Transit Plan and Capital Improvement Plan to all Deputy General Managers and Department Heads, follow the plan, conduct annual reviews of the plan, and update the plan as necessary.
 - b. Disseminate the Metropolitan Transportation Commission Performance Audit Report to the Deputy General Managers and Departments Heads and follow its recommendations.

9. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Transit Operator Drug and Alcohol Testing, are as follows:

- The Mayor's Office and the Transit Workers Union should meet immediately to develop a plan for the implementation of random drug and alcohol testing.

10. The Civil Grand Jury's recommendations, included in their report entitled Additional Observations and Recommendations for Improvement of MUNI, are as follows:

- The PUC should reinstate the Clean Fleet Program, expanding it as follows:
 - a. All MUNI motor coaches and LRVs should be fitted with trash receptacles to be located at or near front and rear doors. Transit drivers should be required to empty these receptacles at the end of each run.
 - b. A City-wide campaign, encouraging the public to keep buses clean, should be initiated by MUNI's Public Relations Office.

11. The Civil Grand Jury's recommendations, included in their report of the Civil Service Commission entitled Management and Training and Employee Evaluation, are as follows:

- The Civil Service Commission should implement and enforce a uniform "Employee and Management Job Description and Performance Evaluation System" for each employee and each manager of all City departments. The system should include a detailed description of each position and the responsibility and authority for performing in that position. An evaluation of each employee's performance of the responsibilities of the position should be made by the employee's immediate supervisor on a yearly basis, and this evaluation should become a part of the employee's permanent file.
- Continuing education by attending management training seminars should be a yearly requirement outlined in Civil Service Commission rules.
- To increase their efficiency as professional managers, managers at all levels should be encouraged by top management and supervisors to attend short college management seminars and/or the various courses offered by the "Management and Employees Development Division" of the Civil Service Commission.
- Civil Service rules should require that all employees be encouraged to enroll in courses offered by the "Management and Employees Development Division." Completion of these courses should be noted in personnel files.

12. The Civil Grand Jury's recommendations, included in their report on the Department of City Planning entitled Residential Conservation Controls (RCC), are as follows:

- The Planning Commission should revise the proposed RCC's so that each residential neighborhood, as listed by the Planning Department, is treated individually.
- The draft RCC's should provide an appropriate appellate procedure within the Planning Department so that affected parties may be heard.
- The broad and ambiguous language of the draft RCC's should be made more specific by the Planning Commission.

13. The Civil Grand Jury's recommendations, included in their report on the Recreation and Park Department entitled Small Craft Marina and Yacht Harbor, are as follows:

- The Board of Supervisors should approve the San Francisco Marina Master Plan of 1989. A low interest loan should be applied for through the California Department of Boating and Waterways to fund the renovations at the Harbor. If such a loan is not obtained, the Recreation and Park Department should consider obtaining necessary financing with a revenue bond issue.
- The Recreation and Park Department should negotiate new leases with its tenants at the Harbor, requiring adequate liability insurance designating the City as an "additional named insured."
- The Recreation and Park Commission should raise Harbor berth charges to market level and thereafter should maintain these charges at competitive rates.

Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. The Clerk of the Board has requested responses from the subject departments. The departments' responses are in the file.

2. The Civil Grand Jury Reports do not include cost estimates for implementing their recommendations.

3. The Board of Supervisors has already transmitted 15 reports released by the 1992-93 Grand Jury. The 12 reports currently being considered for transmittal are the remaining reports of the 1992-93 Grand Jury, such that the Grand Jury issued a total of 27 reports for 1992-93.

Recommendation

Prepare in and report out a resolution to transmit the 12 Civil Grand Jury reports and the Board of Supervisors' comments to the Presiding Judge of the Superior Court who impaneled the Grand Jury.

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 17 - File 64-92-23

Departments: Real Estate Department
Department of Social Services (DSS)

Item: Resolution authorizing extensions of two leases of real property for the Department of Social Services.

(1) Location: Lot at South Van Ness Avenue and 13th Street

Purpose of Lease: Off-street parking for the Department of Social Services

Lessor: State of California

**No. of Sq. Ft. and
Cost Per Month:** 34,420 square feet @ \$.046/sq. ft./month = \$1,600 rent/month

Annual Cost: \$19,200

**Percent Change from
1992-93:** None.

Term of Lease: The lease shall be extended on a month-to-month basis retroactively from July 1, 1993

Right of Renewal: Not applicable

**Utilities and
Janitorial Services
Provided By:** Not applicable.

Source of Funds: 35% City General Fund; 65% State and Federal funds provided by 1993-94 budget

(2) Location: Lot at Valencia and Stevenson Streets

Purpose of Lease: Off-street parking for the Department of Social Services

Lessor: State of California

**No. of Sq. Ft. and
Cost Per Month:** 28,170 square feet @ \$.067/sq. ft./month = \$1,883 rent /month

Annual Cost: \$22,596

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Percent Increase Over

1992-93: None.

Term of Lease: The lease shall be extended on a month-to-month basis retroactively from July 1, 1993.

Right of Renewal: Not applicable

Utilities and

Janitorial Services

Provided By: Not applicable.

Source of Funds: 35% City General Fund; 65% State and Federal funds provided by 1993-94 budget

Comments:

1. Mr. Steve Legnitto of the Real Estate Department reports that the proposed rents reflect fair market values.

2. Mr. Legnitto advises that the leases with the State of California for parking lots at Valencia and Stevenson Streets as well as at South Van Ness Avenue and 13th Street should be extended on a month-to-month basis as a result of the proposed State Department of Transportation (Caltrans) retrofit of Highway 101, which is directly on top of the two parking lots. Based on his latest correspondence with Caltrans, Mr. Legnitto states that Caltrans has not provided a firm date as to when the retrofit work will begin. According to Mr. Legnitto, the confusion regarding the Caltrans retrofit is the reason why the proposed resolution has not been submitted until now.

3. As noted above, the proposed lease was effective on July 1, 1993. The proposed resolution would authorize the DSS to enter into the proposed lease retroactively.

4. To ensure that the City has the necessary flexibility in its leases in case the retrofit work should interfere with the usage of the parking lots, the Real Estate Department recommends that both the above mentioned DSS parking lot leases be extended on a month-month basis. The Real Estate Department is currently identifying alternative parking for DSS employees in the event that these lots cannot be used during the Caltrans retrofit.

5. Mr. Legnitto advises that there is no increase in the rents for the parking lots, as compared to the rents in fiscal year 1992-93.

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6. Rents for the Department of Social Services leases are paid based on a proportional basis. Proportions paid by the City's General Fund versus the State and Federal governments are calculated using a formula based on the number of hours which social workers expend on various projects. According to Ms. Judy Bley of DSS, the City will be reimbursed by the State and Federal governments for approximately 65 percent of the cost of renting the parking lots.

7. DSS leases 96 parking spaces at the South Van Ness Avenue and 13th Street lot, while leasing 66 spaces at the Valencia and Stevenson Streets lot, for a total of 162 spaces. Ms. Bley advises that presently, DSS employees are not charged a fee for the use of the parking spaces. However, Ms. Bley also states the DSS is considering charging fees for employee parking in the future.

Recommendation: Approve the proposed resolution.

Item 18 - File 64-93-24

Departments: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing a new lease of real property.

Location: 729 Filbert Street

Purpose of Lease: To be used as an Outpatient Mental Health Clinic by DPH

Lessor: Lee Mah Electronics, Inc. (sublease)

**No. of Sq. Ft. and
Cost Per Month:** Approximately 11,067 net rentable square feet @ \$1.25/sq. ft.
equals \$13,800/month to a maximum of \$1.59/sq.ft. which
equals \$17,612.69/month for FY 2002/2003.

Annual Cost: \$165,600 beginning in FY 1993-94. The proposed lease would
subsequently increase to a maximum of \$211,352 for FY
2002/2003

Term of Lease: The sublease shall commence upon November 1, 1993 (or
immediately after certain capital improvements are
completed, (See Comment #2) and end June 30, 2003
(approximately ten years).

Right of Renewal: None

**Utilities and
Janitorial Services
Provided By:** The lessee shall be responsible for utilities and janitorial
services

Source of Funds: 85% State Funds and 15% General Fund provided in 1993-94
budget.

Comments: 1.The proposed lease would provide for the consolidation of
three existing mental health outpatient clinics in the
Chinatown/North Beach area into one clinic. The three
existing clinics are located on 615 Grant Avenue (3rd floor
and 4th floor) and at 1548 Stockton Street. As noted above, the
proposed facility would be located at 729 Filbert Street. The
following table summarizes the cost to the City under the
current leases and the proposed lease:

	<u>Current Leases</u>	<u>Proposed Lease</u>
Square Footage	12,483	11,067
Monthly rate per sq. foot	\$1.13	\$1.25
Annual Cost	\$169,392	\$165,600
Cost to City of Leasehold Improvements (see Comment#3)	Approximately \$100,000	\$115,000, plus up to \$85,000 over the term of the proposed lease, for a maximum of \$200,000.

As noted above, although the annual cost beginning in FY 1993-94 of the proposed lease is estimated at \$3,792 less than the current lease (\$169,392 less \$165,600), the price per square foot under the proposed lease of \$1.25 is 10.6 percent greater than the \$1.13 price per square foot under the current lease. The annual cost of the proposed lease in FY 2002-2003 is \$211,352.

2. The proposed lease requires that the lessor complete leasehold improvements to the building prior to the City occupying the space. Therefore, although the estimated starting date of the proposed lease is anticipated to be November, 1, 1993, if the renovations are not completed by this date, the City would occupy the space as soon as the building renovations are completed.

3. The total cost of the improvements to convert the building to a mental health clinic (including renovations to comply with the Americans with Disabilities Act (ADA) are anticipated to be \$425,000. However, the proposed lease would require the City to pay the building owner a maximum of \$115,000, plus an additional maximum of \$85,000 amortized over the 116 month term of the lease, at an interest rate of 8 percent a year (The leasehold improvements would also be funded through 85% State Funds and 15% General Funds). The proposed lease also provides that if the cost of these renovations are less than the estimated \$425,000, the City's cost would be reduced proportionately. In comparison, according to Mr. Phil Aisson of the Real Estate Department, under the current

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leases, the estimated costs for ADA improvements alone would be approximately \$100,000.

4. The Real Estate Department reports that the proposed lease represents the fair market value.

5. According to Mr. Larry Doyle of the Community Mental Health (CMH) Department, the existing three mental health outpatient clinics are understaffed as a result of the level of salary savings and position reductions included in the approved FY 1993-94 budget. Mr. Doyle indicates that only by consolidating these three clinics into one location will the CMH be able to operate outpatient services more effectively, given the current level of staffing and salary savings.

6. Mr. Aisson advises that because the three existing clinics are rented on a month-to-month basis, there should be no problem terminating the existing lease agreements

Recommendation: Although the funds have already been included in the budget, approval of the proposed resolution, which would authorize a new City lease for ten years, is a policy matter for the Board of Supervisors.

Memo to Government, Efficiency and Labor
October 6, 1993 Government, Efficiency and Labor Committee Meeting

Item 19 - File 64-93-25

Department: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing a new lease of real property at 2801-A 25th Street for the Department of Public Health's Rape Treatment Center.

Location: 2801-A 25th Street

Purpose of Lease: New space for the Rape Treatment Center

Lessor: Martin A. Gaehwiler

No. of Sq. Ft. and Cost per Month: 3,395 square feet at approximately \$.76 per square foot = \$2,575 per month

Annual Cost: \$30,900

% Increase Over 1992-93: Not applicable, new lease

Utilities and Janitor Services Provided by Lessor: Yes

Term of Lease: November 1, 1993 through October 31, 1998 (five years)

Right of Renewal: An additional five years beyond the initial term.

Source of Funds: General Fund

Description: The Rape Treatment Center currently occupies approximately 750 square feet of Ward 87 in Building 80 at San Francisco General Hospital (SFGH). According to the DPH, this space does not provide the Rape Treatment Center with adequate room for private examinations, counseling and interviews with patients. In addition, the Rape Treatment Center currently provides medical follow-ups twice a week in SFGH's Women's Clinic, but is unable to treat male rape victims and sexual assault victims, as mandated by State law. The proposed lease would represent an increase of 2,645 square feet for the Rape Treatment Center. According to DPH, the additional space is necessary to have private examining rooms and will allow the Rape Treatment Center to increase the number of patients that can be seen by existing staff.

The space at SFGH to be vacated by the Rape Treatment Center would be used by the SFGH's AIDS Clinic for additional private exam and interview space. According to SFGH, the AIDS Clinic is frequently crowded to the point where people must wait in the hallways and AIDS health care providers do not have enough office space to conduct private interviews. The 750 square feet space to be vacated by the Rape Treatment Center would provide the AIDS Clinic with the needed additional space.

Comments:

1. The \$30,900 annual rent for this new lease was approved by the Board of Supervisors in DPH's FY 1993-94 budget. As noted above, the source of such funds is the City's General Fund.

2. The Real Estate Department reports that \$.76 per square foot represents the fair market value.

Recommendation:

Although the funds for the proposed new lease were included in DPH's FY 1993-94 budget, because it is a new lease, we consider approval of this lease to be a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 20 - File 68-93-4.1

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the Mayor to amend the Program Description for FY 1993 concerning the Home Investment Partnership (HOME) Program.

Grant Amount: Not to exceed \$5,419,000

Grant Period: Five years from the date that HUD approves the grant allocation

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Project: Home Investment Partnership (HOME) Program

Description: On March 9, 1993, the Board of Supervisors by Resolution No. 169-93, authorized the Mayor's Office of Housing to apply for, accept and administer the Home Investment Partnership (HOME) Program for Federal Fiscal Year 1992 from the U.S. Department of Housing and Urban Development (HUD), and approved the Program Description for FY 1993 incorporated therein. The Mayor's Office of Housing now desires to amend the Program Description for FY 1993 to identify additional activities to be funded as a part of the HOME Program consisting of (1) homeownership opportunities for low income first-time buyers, (2) administrative funding for tenant social services by nonprofit housing development corporations and (3) tenant-based rental assistance for emergency homeless prevention.

The HOME Program is authorized under Title II of the National Affordable Housing Act of 1990 (Public Law Number 101-625), which provides funds for the acquisition, rehabilitation and development of affordable housing. The Mayor's Office of Housing (MOH) reports that on January 27, 1993, HUD issued a Notice of Funding Availability (NOFA) for Federal Fiscal Year 1993 for this program. The MOH advises that, based on a formula, the City has received a HUD funding allocation of \$5,419,000.

The 1993 San Francisco Affordable Housing Development Program Pool totals \$50,103,000 including several other sources of development monies and uncommitted HOME funds from 1992 in addition to the FY 1993-94 \$5,419,000 grant, as follows:

HOME Funds:

Reallocated 1992	\$4,657,000
Proposed 1993	<u>5,419,000</u>
Subtotal	\$10,076,000

Other Sources:

Community Development Block Grant (CDBG)	\$5,996,078
Hotel Tax Funds	6,280,000
SFRA Tax Increment Funds	18,689,515
Office-Affordable Housing Program (OAHP)	191,407
Housing Opportunities for People with AIDS	7,800,000
Federal Emergency Management Agency (FEMA)	1,000,000
Housing Development Fund	<u>70,000</u>
Subtotal	\$40,027,000

Total	\$50,103,000
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The purpose of the City-wide Housing Investment Plan, of which the reallocated 1992 (\$4,657,000) and 1993 (\$5,419,000) HOME funds represents approximately 20 percent (\$10,076,000 of the total \$50,103,000), is to encourage the development of affordable housing in a manner consistent (1) with the priorities for investment set out in the City's Comprehensive Housing Affordability Strategy (CHAS) and the CHAS Annual Plan as approved by HUD on December 2, 1992, (2) with the goals of the Residence Element of the Master Plan, and (3) with the procedures for allocating HOME Program funds approved by the Board of Supervisors in August, 1992 (File 68-92-4.1).

Memo to Government Efficiency and Labor Committee
 October 6, 1993 Government Efficiency and Labor Committee Meeting

Budget: The proposed 1993 HOME Program allocation would be distributed under the previously approved program description and the amended program description as follows:

	Original Grant <u>Budget</u>	Proposed Grant <u>Budget</u>
Acquisition/Rehabilitation	\$3,419,000	\$719,000
Purchase and renovation or conversion of existing small-unit buildings for housing single persons and larger unit buildings for families.		
Rehabilitation Matching Fund	1,000,000	500,000
Rehabilitation of investor-owned rental housing.		
Housing Opportunities/Contingencies	1,000,000	1,000,000
Pool of funds set aside for contingencies and for housing investment opportunities which are unforeseeable at the present time.		
Low/Moderate Income Homeownership:	—	3,000,000
New construction of ownership housing for low / moderate income families.		
Tenant Assistance:	—	50,000
Tenant-based assistance to provide emergency assistance		
Community Housing Development Organizations (CHDO) Administration	—	<u>150,000</u>
Allocated to cover administrative expenses of community housing development organizations to encourage the building of their capacity to provide low-income rental housing.		
Total	\$5,419,000	\$5,419,000
Required Match:	\$1,404,750	\$1,517,250

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Indirect Costs: \$80,000 in indirect costs for General City purposes will be paid from CDBG funds.

Comments: 1. The matching fund requirement of \$1,517,250 can be provided from any non-Federal resources, including Hotel Tax funds, San Francisco Redevelopment Agency Tax Increment funds, Office of Affordable Housing Program funds or the Housing Development fund.

2. Mr. Joe LaTorre of the Mayor's Office of Housing (MOH) reports that the main difference between the original Program Description and the proposed Program Description is the emphasis in the proposed Program Description on new construction of ownership housing for low/moderate income families. Mr. LaTorre states that since the submission of the original Program Description, the MOH has concluded that the new construction of ownership housing for low/moderate income families is a high priority and is most appropriately funded from the HOME Program.

Recommendation: Approve the proposed resolution

Item 21 - File 89-93-8

1. The proposed resolution would authorize enrollment of classification 5504 Project Manager in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include the deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into SDI system since July 1, 1981. Currently, the payroll deduction is 1.25 percent of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications that are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification that is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
5504	Project Manager	19

4. The Employee Relations Division (ERD) reports that it has received a majority of votes from the employees in the 5504 Project Manager classification requesting inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Item 22 - File 172-93-31

Department: Chief Administrative Officer (CAO)

Item: Resolution approving a hold harmless provision for the Very Small Quantity Generator Hazardous Waste Pilot Collection Program jointly operated by the Sanitary Fill Company and the Chief Administrative Officer.

Description: The CAO reports that the California Health & Safety Code, Section 25158.1, permits local governments which operate household hazardous waste collection programs, and persons operating household hazardous waste collection programs under agreement with local governments, to accept hazardous waste from Very Small Quantity Generators (VSQGs). VSQGs are businesses that generate less than 100 kilograms of hazardous waste materials in a month.

The Sanitary Fill Company has been operating a household hazardous waste collection facility in the City since 1988 and has recently submitted a Notice-of-Intent to the State Office of Permit Assistance for the expansion of this facility. The proposed facility expansion would include the establishment of a permanent VSQG Collection Program.

The CAO believes that a VSQG hazardous waste collection program will help to minimize the amount of hazardous waste materials contained in the solid wastes that go to the Altamont Landfill for disposal. In order to assist in the design of the proposed permanent VSQG Collection Program, the CAO entered into an agreement with the Sanitary Fill Company for a pilot project, which entailed the collection of hazardous waste materials from VSQGs, on three separate days in 1992, at the Sanitary Fill Company's household hazardous waste collection facility. The CAO advises that, over the three day period, a total of 2,232 gallons of hazardous waste materials, 450 pounds of asbestos, and 117 aerosol cans were collected from 139 participating businesses. According to the CAO, 65 percent of the participating businesses asked to have at least one day a month set aside for VSQG hazardous waste collection.

Following the above noted collection of hazardous waste materials from VSQGs, the CAO entered into an amended agreement with the Sanitary Fill Company to provide for the collection of hazardous waste materials from VSQGs on three additional days in the first half of 1993, in order to provide further opportunity for gathering information to assist in the development of the permanent VSQG Collection Program (File 128-93-1).

The CAO is now proposing to enter into a second amended agreement with the Sanitary Fill Company to conduct three more additional hazardous waste collection days in FY 1993-94 in order to develop additional information, such as examining traffic patterns in the neighborhood to determine the procedures that Sanitary Fill Company should follow in receiving and handling hazardous waste from VSQGs. The proposed amended agreement contains the following provisions:

1. The City agrees that, for the additional three days in which hazardous waste materials are collected from VSQGs, the City would accept responsibility and liability for this hazardous waste collection as defined in applicable Federal and State hazardous waste laws.

2. The City agrees that, for the additional three days in which hazardous waste materials are collected from VSQGs, the City would hold the Sanitary Fill Company harmless from any loss, costs, expenses, claims, penalties, fines, settlements, forfeitures and suits (including costs of defense, settlement, expert witness fees, and attorneys' fees) which arise directly or indirectly from the Sanitary Fill Company being held liable or responsible for the hazardous waste received from VSQGs, at its household hazardous waste collection facility. The exception to this provision would be those losses, costs, expenses, claims, penalties, fines, settlements, forfeitures, and suits (including costs of defense, settlement, expert witness fees and attorneys' fees) caused by the Sanitary Fill Company's failure to operate or manage the household hazardous waste collection facility in accordance with (1) the terms of the proposed amended agreement and (2) in good faith compliance with applicable State and Federal laws.

Comment:

The City Attorney's Office has reviewed and approved the proposed hold harmless agreement as to form. This proposed hold harmless agreement includes the same provisions that were contained in the first amended agreement with Sanitary Fill Company (File 128-93-1), which was previously approved by the Board of Supervisors.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 23 - File 172-93-32

- Department:** Department of Public Health (DPH)
Division of Community Mental Health (CMH)
- Item:** Resolution approving the San Francisco City and County Performance Contract for Mental Health Services in Fiscal Year 1992-1993.
- Description:** State Assembly Bill 1288 established the annual County Performance Contract as the basis for State allocation for County mental health services. The Performance Contract must be approved by the Board of Supervisors prior to its submission to the State. The proposed resolution would provide approval of the San Francisco City and County Performance Contract for mental health services provided during fiscal year 1992-1993 (See Comment #1).
- The DPH reports that this performance contract, which the proposed resolution would adopt, requires general assurances regarding maintenance of effort, a series of administrative assurances regarding County compliance with Federal and State regulations, a commitment to continue supplying selected client and cost information, compliance with basic service delivery principles and submissions of documents supporting various State regulations.
- Comments:**
1. The DPH reports that because of delays with the State in receiving the contract document and extensive negotiations regarding State hospital rates and the final State allocation, the DPH is requesting the Board of Supervisors authorize the performance contract for services which have previously been provided during FY 1992-1993.
 2. For FY 1991-92, CMH received a total allocation of approximately \$41.2 million from the State Department of Mental Health (\$3.8 million in Short Doyle funds and \$37.4 million from State realignment funds). The allocation which has been received for FY 1992-93 was approximately \$41.8 million (\$41.4 million in State realignment revenues and \$380,000 in Short Doyle funds). Only \$380,000 was received in Short Doyle Funds in FY 1992-93 as opposed to \$3.8 million in FY 1991-92 because the State is using realignment revenues to replace Short Doyle funds.
- Recommendation:** Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 24 - File 172-93-33

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the Municipal Railway to modify an existing contract with Morrison Knudsen Corporation.

Comment: The Public Utilities Commission has requested that this item be continued to the October 20, 1993 Government Efficiency and Labor Committee Meeting.

Recommendation: Continue the proposed resolution to the October 20, 1993 Government Efficiency and Labor Committee Meeting, as requested by the PUC.

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Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Item 25 - File 172-93-34

Department: Public Utilities Commission (PUC),
Water Department

Item: Resolution authorizing the General Manager of the PUC to execute a Mutual Aid Agreement between the San Francisco Water Department and other Water Agencies located within the State Office of Emergency Services Region 2.

Description: The California Office of Emergency Services (COES), the State Department of Water Resources and the State Utility Policy Committee have proposed an Omnibus Mutual Aid Agreement among water agencies for disaster response, such as fires or earthquakes. The proposed Mutual Aid Agreement for Region 2 would provide San Francisco with mutual aid partners from water agencies in the following 15 counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma, Alameda, Contra Costa, San Mateo, Monterey, San Benito, Santa Clara and Santa Cruz.

Mutual aid would include lending equipment, supplies and personnel when the lender determines that its own needs can be met without jeopardizing its own residents. The proposed agreement would be implemented on a voluntary basis as there would be no requirement that any water agency make its equipment, personnel or facilities available to another agency. Any agency which requests and receives the mutual aid would be responsible for reimbursing the agency which provides the mutual aid for all costs including personnel costs, transporting equipment, supplies, fuel, lubrication and maintenance of the equipment used.

Comments: 1. The proposed agreement includes a hold harmless clause which would indemnify and hold harmless the water agency providing the mutual aid from all claims, loss, damage, injury and liability of every kind that directly or indirectly arises from the agencies which receive the mutual aid. The City Attorney's Office reviewed the proposed mutual aid agreement and has approved it as to form, including the hold harmless clause.

2. The proposed agreement provides that the water agency, requesting and receiving the mutual aid, reimburse the water agencies providing the mutual aid for all applicable costs within 60 days of receipt of an invoice for the assistance provided under the proposed agreement.

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

3. According to the Water Department, most water agencies, including San Francisco's Water Department, would respond to requests to provide aid to other water agencies during emergencies without an agreement. San Francisco also has a mutual aid agreement with some of the larger water agencies, but not with the smaller ones. The proposed agreement would provide a uniform agreement to be used by all water agencies that establishes guidelines to provide such emergency aid. These guidelines include specific language regarding reimbursement for services and supplies provided during emergencies as well as including a hold harmless agreement to protect agencies, which provide the assistance, from litigation.

4. In an emergency situation (either in San Francisco or in another county), the Water Department would not be required to request the Board of Supervisors' authorization to request or provide mutual aid assistance. Instead, as is currently the case, the Water Department would notify the Board of Supervisors as soon as possible after the mutual aid assistance has been received or provided.

Recommendation: Approve the proposed resolution.

Item 26 - File 199-93-1

Departments: Real Estate Department
Retirement System

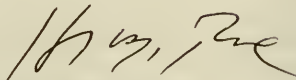
Item: Resolution transferring jurisdiction of Lot 5 in Assessor's Block 766 from the Employees Retirement System to the Real Estate Department, and adopting findings pursuant to City Planning Code Section 101.1.

Description: The proposed resolution would transfer jurisdiction of the former Traffic Engineering City-owned building at 460 McAllister Street from the Employees Retirement System to the Real Estate Department. This building is currently occupied by the Department of Public Works, Bureau of Building Inspection. Mr. Robert Haslam of the Real Estate Department reports that the Employees Retirement System originally purchased this property in 1946 for \$19,525. In June of 1946, the City reimbursed the Employees Retirement System for the cost of this property, but did not take the necessary action to remove the property from under the jurisdiction of the Employees Retirement System. Since the Employees Retirement System retains jurisdiction over this property, according to Mr. Haslam, the property can potentially be viewed as one of the Employees Retirement System's investment assets. As such, in order to clarify and eliminate any question of the City's ownership of this property, the Real Estate Department is proposing that jurisdiction of this property be transferred to the Real Estate Department. According to the Real Estate Department, such jurisdictional transfer would take place at no expense to the City.

Comment: The Department of City Planning has determined that this jurisdictional transfer is in conformity with the City's Master Plan and is consistent with the Eight Priority Policies of Planning Code Section 101.1.

Memo to Government Efficiency and Labor Committee
October 6, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Theresa Lee
Ted Lakey

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, OCTOBER 20, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

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Disability Access

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
 - (a) File 213-93-3. [Grant Funds – Airport Administration] Resolution authorizing the Airports Commission to accept and expend funds from the Bay Area Air Quality Management District for a Caltrain/SFO Shuttle, for a one-year trial operation. (Airports Commission)
(Continued from 9/22/92)
 - (b) File 94-93-8. [Grant – Federal Funds] Resolution authorizing the Public Utilities Commission to apply for accept and expend \$352,000 of Federal Enhancement Program Assistance and \$48,000 from various local match sources such as from State Transit Capital Improvement funds, State Urban Rail Bonds funds, State Clean Air and Transportation Improvement Act Bond funds, Regional Local Match funds such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenue, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, and/or the San Francisco County Sales Taxes for the 19th Avenue Passenger Platforms. (Public Utilities Commission)
(Continued from 10/6/93)
 - (c) File 144-93-6. [Grant – Federal Funds] Resolution authorizing the Executive Director of the Port of San Francisco to apply for, accept and expend \$1.2 million from the Federal Highway Administration's Ferry Boat Discretionary Program for completion of final design of the Ferry Building improvements; and foregoing reimbursement of indirect costs. (Port)
 - (d) File 146-93-55. [Grant – State Funds] Resolution authorizing the Department of Public Health, apply for, accept and expend a grant allocation of up to \$10,782,909, for Fiscal Year 1993-94 funding from State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds, for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services, and indirect costs in the amount of \$152,841 based on 1.658646 percent of County Hospital and other Health Services CHIP allocations. (Department of Public Health)
 - (e) File 147-93-9. [Grant – Federal Funds] Resolution authorizing the San Francisco Public Library to accept and expend \$35,000 in grant funds from the U.S. Department of Education Library Services and Construction Act (LSCA) for the purchase of foreign language materials for the Fiscal Year 1993/94; with indirect costs not included in this budget. (Public Library)

- (f) File 147-93-10. [Grant – Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed \$64,021 available through the California State Library from Title I of the Library Services and Construction Act for Major Urban Resource Libraries for Fiscal Year 1993/94; waiving indirect costs not included in this budget. (Public Library)
- (g) File 138-93-6. [Grant Funding] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, retroactively accept and expend funds in the amount of \$60,000 made available through the Office of Criminal Justice Planning for a project entitled "Special Emphasis Victim Witness Assistance Program", for the twelve month period July 1, 1993 through June 30, 1994 and waiving indirect cost per the 1993 Federal guidelines. (District Attorney)
- (h) File 133-93-4. [Used Oil Recycling Grant] Resolution authorizing the Chief Administrative Officer of the City and County of San Francisco to apply for, accept and expend up to \$238,336.71 in Used Oil Recycling Grant Funding from the California Integrated Waste Management Board; waiving indirect costs. (Chief Administrative Officer)

ACTION:

REGULAR CALENDAR

- 2. File 127-92-10. [Fictitious Business Name Filing Requirement] Ordinance amending Article 12B of Part III of Municipal Code by adding Section 1007.3 to require persons filing a statement of fictitious business name pursuant to Section 17900 et seq. of the California Business and Professions Code to provide proof of compliance with business tax registration requirements. (Supervisor Kennedy)
(Continued from 10/6/93)

ACTION:

- 3. File 25-93-25. [Contracting Out City Services] Resolution concurring with the Controller's certification that security services at Candlestick Park can be practically performed by private contractor for a lower cost than similar work services performed by City and County employees. (Recreation and Park Department) (Continued from 10/6/93)

ACTION:

- 4. File 39-93-1. [Grand Jury Reports] Transmitting the 1992-93 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)
(Continued from 10/6/93)

Public Health

Public Utilities

Mayor-Overtime

ACTION:

5. File 97-93-28. [Use of City Vehicles] Ordinance amending Administrative Code by amending Section 4.11 to delete the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees and instead to authorize the Department Head to assign vehicles upon written justification from the individual officer or employee requesting the vehicle; to allow an exception to the prohibition against employees of the City and County using City vehicles for transportation to and from the employee's residence for any employee who is on call for work after his or her normal workday, for forensic pathologists employed by the Office of the Medical Examiner/Coroner using City vehicles for transportation in order to investigate death scenes before and after normal work hours, requiring the Medical Examiner/Coroner to keep records and requiring said records to be open to inspection by the Mayor and the Board of Supervisors; and to allow employees to garage City vehicles at their places of residence during non-work hours. (Supervisor Hallinan)
(Continued from 10/6/93)

ACTION:

6. File 172-93-33. [Contract Modification] Resolution authorizing the Municipal Railway to modify an existing contract with Morrison Knudsen Corporation (MK). (Public Utilities Commission)
(Continued from 10/6/93)

ACTION:

7. File 25-93-28. [Contracting Out City Services] Resolution approving the Controller's certification that Shuttle Bus Services for San Francisco International Airport can practically be performed by private contractor at a lower cost for the second half of the year commencing July 1, 1993 than if work were performed by City and County employees. (Airports Commission)

ACTION:

8. File 25-93-29. [Contract] Resolution concurring with the Controller's certification that Employment and Vocational Services for the Independent Living Skills Project can be practically performed at the Department of Social Services by private contractor for lower cost than similar work services performed by City and County employees. (Department of Social Services)

ACTION:

9. File 25-93-30. [Contract] Resolution concurring with the Controller's certification that Coordinator and Mentor Services for the Independent Living Skills Project can be practically performed at the Department of Social Services by private contractor for lower cost than similar work services performed by City and County employees. (Department of Social Services)

ACTION:

10. File 97-93-33. [Conflict of Interest Code] Ordinance amending Administrative Code by amending Section 58.145 to add Legislative Aide and Administrative Assistant to member of the Board of Supervisors as designated positions with disclosure responsibilities under the Conflict of Interest Code of the City and County of San Francisco. (Supervisors Hallinan, Shelley)

ACTION:

11. File 97-93-50. [Cost Recovery – Parking and Traffic] Ordinance amending Administrative Code (Special Law Enforcement and Public Works Services) by adding Sections 10B.16 through 10B.19 thereto, providing for recovery of costs for additional parking enforcement and traffic control and related services rendered by the Department of Parking and Traffic. (Department of Parking and Traffic)

ACTION:

12. File 123-93-7 [Sidewalk Display of Merchandise] Ordinance amending Public Works Code Article 5.3, Sections 183, 183-1 through 183-8 to require permit applicants to post notice of intent to display merchandise on business premises; increasing the fees for permits to display merchandise on sidewalks; making such permits renewable on an annual basis; authorizing a public hearing when written objections are made; authorizing the Board of Permit Appeals to hear appeals of permit decisions of the Director of Public Works and for investigation fees imposed for violation of this Article; authorizing seizure of display stands maintained in violation of this Article. (Supervisor Kaufman)

ACTION:

13. File 125-93-1.1 [Citations for Housing Code Violations] Ordinance amending Housing Code Section 204 to establish citation authority for enforcement of the housing code providing that citations, except for those issued for violations of Sections 701 (a), (b) and (c), shall not be issue until the time provided in the initial notice of violation has expired and further providing that the Director of Public Works shall report to the Board of Supervisors six (6) months from the effective date of this amendment the implementation of such citation power. (Supervisors Kaufman, Bierman, Hallinan, Shelley, Leal).

ACTION:

14. File 174-93-10. [Code Enforcement Reform-Formation of Task Force] Resolution to urge the Mayor to urge the Chief Administrative Officer to direct the Director of Public Works to appoint a Task Force, consisting of both City employees and members of the public possessing technical expertise regarding Code enforcement processes, to review the current Administrative Code enforcement process and to recommend a restructured process that is fair, efficient and streamlined within Ninety (90) days of the effective date of this resolution. (Supervisor Kaufman)

ACTION:

15. File 146-93-56. [Grant Funding] Resolution authorizing the acceptance and expenditure of State Grant Funds by the San Francisco Department of Public Health for 1993/94. (Public Health Department)

ACTION:

16. File 189-93-3. Hearing to consider report by the City Planning Department on consolidating City offices in the Civic Center. (Supervisor Leal)

ACTION:

CLOSED SESSION

17. File 45-93-69. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Nero Robinson against the City and County of San Francisco by payment of \$21,250. (City Attorney)

ACTION:

18. File 45-93-70. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Joseph Turturichi against the City and County of San Francisco by payment of \$16,500. (City Attorney)

ACTION:

19. File 45-93-72. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Luella Shanahan, et al., against the City and County of San Francisco by payment of \$30,000. (City Attorney)

ACTION:

20. File 45-93-73. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rosalee Folger against the City and County of San Francisco by payment of \$25,000. (City Attorney)

ACTION:

21. File 45-93-75. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Angel and Amber Webb against the City and County of San Francisco by payment of \$16,500. (City Attorney)

ACTION:

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

Public Hearing Notice

0/93
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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October 18, 1993

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: October 20, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 213-93-3

Note: This item was continued from the September 22, 1993 Government Efficiency and Labor Committee meeting.

Department: Airport

Item: Resolution authorizing the Airports Commission to accept and expend a grant for a CalTrain/SFO Shuttle (SFO is an airline industry designation for the San Francisco International Airport) from the Bay Area Air Quality Management District (BAAQMD) to provide free shuttle services from the Milbrae CalTrain Station to the Airport.

Grant Amount: \$60,000 (20% of \$300,000 total estimated shuttle operation costs)

Grant Period: One year from beginning of operations

Source of Funds: Bay Area Air Quality Management District (BAAQMD)

Project: CalTrain/SFO Shuttle

Description:

The Board of Supervisors previously authorized the Airport to apply for the proposed grant in March, 1993 (File 213-93-1). The proposed resolution would authorize the SFIA to accept and expend funds for the off-Airport portion of a CalTrain/SFO shuttle project from the BAAQMD for a one year trial operation period. The proposed free shuttle would transport airline passengers and Airport employees between the Milbrae CalTrain station and the Airport. The Airport indicates that the shuttle service would encourage Airport employees and airline passengers to use public transportation rather than private transportation to and from the Airport.

According to the Airport, the objectives of the proposed shuttle service are to reduce traffic congestion, to promote the use of public transit and rideshare and to provide a convenient connection to the Airport for Airport employees and airline passengers. The Airport notes that current San Mateo County Transit District (SamTrans) bus routes are not coordinated with the Milbrae CalTrain schedule which, according to the Airport, results in Airport employees and airline passengers waiting long periods of time to get to and/or from the Airport. The SamTrans fare is \$0.85.

The proposed grant funds would be subgranted to the Peninsula Corridor Joint Powers Board, who will subcontract with Industrial Passenger Service to operate the free shuttle service. Shuttle services would be operated five days a week. Each day two to three shuttle vehicles would operate a total of approximately 33 hours of running time at a maximum cost of \$35.70 per hour for a maximum daily cost of \$1,180 or an annual cost of approximately \$300,000 for 260 days per year. Should the Peninsula Corridor Joint Powers Board provide service at a lower hourly rate, any excess grant funds would be returned to the BAAQMD.

Grant Budget:

\$300,000 to contractual services through a subgrant with the Peninsula Corridor Joint Powers Board (CalTrain).

Required Match:

\$240,000 (80% of \$300,000) included in the Airport's 1993-94 budget. The Airport will pay for 80% of the total shuttle operation costs from Airport revenues because 80% of the shuttle's operations will take place on Airport premises. The Airport expects that the shuttle will be used mainly by Airport employees.

Indirect Costs: None (see Comment No. 2)

Comments:

1. Ms. Janice Gendreau of the Airport reports that the proposed resolution would provide grant funding for the off-airport (not on Airport premises) portion of the shuttle operation. Ms. Gendreau advises that the on-Airport portion of the shuttle (on Airport premises) will be funded by Airport revenues included in their 1993-94 budget. The total shuttle operation costs will be approximately \$300,000. The off-Airport costs will be \$60,000 (20% of \$300,000, the subject of the proposed grant) and on-Airport costs will amount to approximately \$240,000 (80% of \$300,000).

2. The Airport advises that indirect costs are not included as a part of the grant funds because the Airport pays for City-wide administrative overhead costs through concession revenues. Therefore, the Airport is requesting that indirect costs for the proposed grant be waived.

3. As stated above, the Airport reports that presently there is not adequate public transportation between SFIA and the Milbrae CalTrain station. The Airport advises that while the Airport's Master Plan calls for an automated Guideway System (people mover) to connect the SFIA with CalTrain east of the Bayshore Freeway, the Guideway System will not be completed until approximately 1997. In the interim, the Airport proposes a free shuttle service operated by the Peninsula Corridor Joint Powers Board to meet each northbound and southbound CalTrain train and transport patrons between the Airport's terminals, principal on-Airport work sites, and the Milbrae CalTrain Station.

4. Ms. Gendreau reports that the Airport has not asked the Peninsula Corridor Joint Powers Board, Santa Clara County or San Mateo County to contribute funds to the proposed shuttle project for several reasons: a) these entities currently contribute to the cost of CalTrain operations, b) the Airport wishes to provide convenient and environmentally safe transportation for its employees and the Airport is the largest employer in San Mateo County, and c) the Airport views the proposed shuttle service as an Airport-only project and operation. The proposed shuttle service will benefit the entire Bay Area region in terms of convenient transportation service to the Airport and improved air quality. Ms. Gendreau estimates that the proposed shuttle should serve approximately 50 percent of Airport employees and 30-50 percent of Airport

Memo to Government Efficiency and Labor Committee
October 20, 1993 Government Efficiency and Labor Committee Meeting

patrons coming from San Mateo and Santa Clara counties.

5. According to Ms. Gendreau, the BAAQMD only issues grants to public agencies and the original grant application included Samtrans as the subgrantee and shuttle operator. However, Ms. Gendreau reports that all of Samtrans' shuttle operations have since been transferred to the jurisdiction of the Peninsula Corridor Joint Powers Board. As reported above, the Peninsula Corridor Joint Powers Board will receive the proposed grant funds, which will subcontract with Industrial Passenger Service to provide the shuttle service at the Airport.

6. The "Summary of Grant Request", as prepared by the Airport is attached.

7. The Airport has prepared a Disability Access Checklist which is in the file.

Recommendation: Approve the proposed resolution.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Airports Commission SFIA, Landside Operations
Contact Person: Janice V. Gendreau Telephone: (415) 876-2158
Project Title: CalTrain/SFO Shuttle
Grant Source: BAAQMD AB 434 Funds

Proposed (New / Continuation) Grant Project Summary:

The Airports Commission and the Board of Supervisors authorized Airport staff to seek funds for the off-Airport portion of a CalTrain/SFO Shuttle. An application for grant was submitted to the Bay Area Air Quality Management District (BAAQMD) for AB 434 funds (California Clean Air Act). The grant requested was for a one-year trial operation. At the end of this period, the Airports Commission would review funding of service.

Notification of award of AB 434 funds was received from BAAQMD on August 4, 1993.

This grant award did not compete for County-designated funds but for
general funding eligible to public agencies.

Amount of Grant Funding Applied for: 20% of total shuttle operation

Maximum Funding Amount Available: unknown

Required Matching Funds: 80%, on-Airport portion

Number of Positions Created and Funded: N/A

Amount to be Spent on Contractual Services: N/A

Will Contractual Services be put out to Bid? No

Grant Application Information Form
Page 2Attachment
Page 2 of 2Term of Grant: One YearDate Department Notified of Available funds: August 4, 1993Application Due Date: March 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The attached monitoring requirements are specified in the Funding Agreement between BAAQMD and Airports Commission.

Sheldon R. Fein
SHELDON R. FEINDepartment Head Approval
Asst. Deputy Director - Landside Operations

Memo to Government Efficiency and Labor Committee
October 20, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 94-93-8

Note: This item was continued from the October 6, 1993 Government Efficiency and Labor Committee.

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the Public Utilities Commission (PUC) to apply for, accept and expend \$352,000 of Federal Enhancement Program Assistance funds and \$48,000 from various local match sources.

Grant Amount: \$352,000

Source of Funds: U.S. Department of Transportation, Federal Transportation Enhancement Activities Program

Project: 19th Avenue Platform Improvement Project

Description: The 19th Avenue Platform Improvement Project is a collaborative project between the PUC and the Art Commission to design and construct platform amenities for the Winston and Holloway Avenue transit stops. The platform design, created by an artist team of professors and students from San Francisco State University, includes a light-weight sculptural canopy, benches, low maintenance plants, a lighting system, and wind screens that would accommodate the display of artwork provided by the Art Department at San Francisco State University. Construction of the proposed project is estimated to commence in June of 1994 and the grant funds would be available until the proposed project is completed.

Budget: All of the proposed grant monies would be used to fund construction of the 19th Avenue Platform Improvement Project. However, as discussed in Comment 1 below, the PUC has not received notification of the grant award and has, therefore, not selected a contractor for the proposed project. The PUC advises that it will submit a detailed budget for the proposed grant funds and advises that it plans to select a contractor prior to the expenditure of any of the grant funds.

Required Match: \$48,000

No. of Persons Served: Transit users and surrounding community

Indirect Costs: None

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Since the PUC has not yet finalized its budget and has not yet selected the construction contractor, the proposed resolution should be amended to reserve the entire \$352,000 pending provision of a budget, selection of a contractor, and information regarding contract cost details and the MBE/WBE status of the contractor.

2. As noted above, the proposed grant does not include indirect costs. According to the Department, the grantor does not permit the proposed grant to fund indirect costs. However, the proposed resolution does not include language in the title or in the body to authorize waiving indirect costs. Therefore, the proposed resolution should be amended to include language in the title and in the body to authorize waiving indirect costs.

3. The PUC has not yet identified the source of the local match funds. Instead, the PUC has identified several possible sources of the \$48,000 in local match funds including the following: State Transit Capital Improvement Funds, State Urban Rail Bond Funds, State Clean Air and Transportation Improvement Act Bond Funds, State Transit Assistance Funds, Transportation Development Act Funds, Bridge Toll Net Revenues, Regional Measure One Funds, Gas Tax Revenue, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds, and/or the San Francisco County Sales Taxes for the 19th Avenue Passenger Platforms. The Department will identify the source of the \$48,000 local match prior to the expenditure of any of the proposed grant funds.

4. A Disability Access Checklist, completed by the Department, is contained in the Board file.

5. Attached is the summary of grant request form.

6. According to Mr. Fred Howell of the PUC, the grantor has ranked this PUC-proposed project fifth among 200 grant applicants, and the PUC therefore anticipates receiving funding. Mr. Howell advises that the Department will receive final notification on the status of the grant prior to the end of the calendar year.

Recommendations: (1) Amend the proposed resolution to include language in the title and in the body to authorize waiving indirect costs.

Memo to Government Efficiency and Labor Committee
October 20, 1993 Government Efficiency and Labor Committee Meeting

(2) Amend the proposed resolution to reserve the entire \$352,000 pending provision of a budget by the PUC, selection of a contractor, and information regarding contract cost details and the MBE/WBE status of the contractor.

(3) Approve the proposed resolution, as amended.

Attachment No. _____

- Summary of Grant Request

Rev. 4/10/90

Grantor U.S. Department of Transportation
 Contact Person _____
 Address _____

Division Public Utilities Commission
 Section Muni Railway
 Contact Person Fred Howell
 Telephone 923-2578
 Application Deadline NA
 Notification Expected _____

Amount Requested \$ 352,000Term: From NA To _____

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 352,000 from the period of NA to _____ to provide Funding for 19th Avenue Platform project services.
 (Circle appropriate words)

II. Summary: (Context/history, need addressed, requester or groups served, services and providers)

The 19th Avenue Platform Improvement Project will design and construct platform amenities for the Winston and Holloway Avenue transit stops.

III. Outcomes/Objectives:

Create an aesthetically pleasing transit stop.

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	_____	_____	<u>\$352,000</u>	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
*Contract Svc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	<u>352,000</u>	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data Processing

(none included above)

VII. Personnel

	F/T CSC	P/T CSC	Contractual
F/T CSC	_____	_____	_____
P/T CSC	_____	_____	_____
Contractual	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
NA

Will grant funded employees be retained after this grant terminates? If so, How?
NA

*VIII. Contractual Services: Open Bid X Sole Source _____ (if sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
October 20, 1993

Item 1c - File 144-93-6

Department: Port of San Francisco

Item: Resolution authorizing the Port of San Francisco to retroactively apply for, accept and expend \$1.2 million from the Federal Highway Administration's Ferry Boat Discretionary Program for completion of the final design of the Ferry Building improvements and foregoing reimbursement of indirect costs.

Grant Amount: \$1.2 million

Grant Period: Three and one-half years beginning January 1, 1994

Source of Funds: Federal Highway Administration (FHWA)

Project: Ferry Building Renovation

Description: The proposed grant funds would be used by the Port to pay for contract services to complete the final design and engineering on the public areas of the Ferry Building including, the passenger terminal, retail operation area, and direct pedestrian access through the building from Market Street to the waterfront. The Board of Supervisors previously approved legislation authorizing the Port to expend Federal and State funds in the amount of \$1,140,000 to pay for preliminary design and engineering and environmental studies connected with the Ferry Building Renovation Project (File 144-93-3). The Ferry Building is being renovated in order to provide a passenger waiting area which would offer shelter, services, and other amenities to ferry passengers. The Port advises that currently there is not a building or structure of any kind available to ferry passengers, who must await the ferry in outdoor locations.

Budget: ~~The \$1.2 million in proposed grant funds would be expended~~
as follows:

Administration and Oversight (Port):

Development Project Coordinator (0.32 FTE)	\$18,524
Structural Engineer (0.50 FTE)	31,476
Subtotal	\$50,000

<u>Contract Services</u>	1,150,000
Total	\$1,200,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Required Match: \$300,000 (State Transportation Facilities Bond funds - Proposition 116)

Indirect Costs: None. Federal regulations do not permit these grant funds to be used for indirect costs. As such, the proposed resolution provides for the City to forego reimbursement of indirect costs.

Comments: 1. The grant funds to pay for the \$50,000 for Administration and Oversight would be used to reimburse the Port for a total of 0.82 full time equivalent positions.

2. The Port advises that it has already submitted the application for the proposed grant funds. As such, the proposed resolution provides for applying for the proposed grant retroactively.

3. The Port reports that it has not, as yet, selected a contractor to provide the necessary design and engineering services. Therefore, the proposed resolution should be amended to reserve the \$1,150,000 earmarked for contract services, pending the Port's selection of a contractor, the MBE/WBE status of the contractor and contract budget details.

4. Attached is grant summary, as prepared by the Port, for the proposed grant funds.

5. The Port has prepared a Disability Access Checklist for this proposed grant project which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to reserve \$1,150,000 earmarked for contract services pending the Port's selection of a contractor, the MBE/WBE status of the contractor and contract budget details and approve the resolution as amended.

File Number: _____

Grant Application Information Form

• document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Port of San Francisco

Contact Person: Veronica Sanchez Telephone: 274-0413

Project Title: Ferry Building Renovation

Grant Source: Section 1064, Federal Highway Administration (FHWA)

Proposed (New / Continuation) Grant Project Summary:

Funds will allow the Port to complete final design and engineering on the public components of the Ferry Building, including ferry terminal passenger amenities, retail operations and direct access thorough the building from Market Street to the water for pedestrian connections.

Amount of Grant Funding Applied for: \$1.2 million

Maximum Funding Amount Available: \$1.2 million

Required Matching Funds: \$300,000

Number of Positions Created and Funded: \$ 50,000 in staff time. Development Project Coordinator and Structural Engineer

Amount to be Spent on Contractual Services: \$1,150,000


Will Contractual Services be put out to Bid? Yes

Term of Grant: 3-1/2 years

Date Department Notified of Available funds: June 1993

Application Due Date: On-going

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):



Department Head Approval

Item 1d - File 146-93-55

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to apply for, accept and expend a continuation grant allocation of up to \$10,782,909, from the State Department of Health Services, which includes indirect costs of \$152,841.

Grant Amount: Up to \$10,782,909

Grant Period: July 1, 1993 through June 30, 1994

Source of Funds: State Department of Health Services

Project: California Healthcare for Indigents Program (CHIP)

Description: In 1988, the State Legislature approved the Tobacco Tax and Health Protection Act, as well as Assembly Bill 99 (AB99) and Assembly Bill 75 (AB75), which implemented the legislation. Under AB75, counties may obtain funds for the CHIP in order to reimburse hospitals, physicians, and other medical service providers for the cost of providing health care services to indigent people.

The proposed resolution would authorize the Department of Public Health (DPH) to apply for, accept and expend up to \$10,782,909 in CHIP funds. The DPH reports that in the interim since the proposed legislation was submitted, the State has advised the Department that the actual grant amount to be received by the City is \$10,627,647 or \$155,262 less than the \$10,782,909. These funds would be used to reimburse San Francisco General Hospital, 10 private hospitals, and a number of private physicians who have enrolled in the program for the cost of providing health care services to indigent people.

Budget: The proposed \$10,627,647 grant budget includes \$154,595 in indirect costs, \$534,633 in administrative expenses for the CHIP, and \$9,938,419 for reimbursements to health care providers for the cost of providing care to indigent person. These amounts would be distributed as follows:

Memo to Government Efficiency and Labor Committee
October 20, 1993

<u>Fund</u>	<u>Reimbursement Revenues</u>	<u>Indirect Costs</u>	<u>Admin. Expenses</u>	<u>Total Grant</u>
Hospital Services Fund				
County Hospital (SFGH)	\$6,413,013	\$114,444	\$372,405	\$6,899,862
Private Hospitals	576,183	—	4,983	581,166
Physician Services Fund	699,306	—	26,592	725,898
Other Health Services Fund (SFGH)	<u>2,249,917</u>	<u>40,151</u>	<u>130,653</u>	<u>2,420,721</u>
<u>Total Grant Allocations</u>	\$9,938,419	\$154,595	\$534,633	\$10,627,647

PERSONNEL

<u>Salaries</u>	<u>FTE</u>	<u>Amount</u>	
Sr. Clerk Typist	0.75	\$22,550	
Secretary II	1.00	36,566	
Principal Accountant	1.00	55,436	
Staff Assistant VII	1.00	68,043	
Senior Admin. Analyst	1.00	47,894	
Health Worker III	1.00	36,905	
Senior Health Planner	1.00	50,060	
Contracts Manager	0.25	12,332	
Premium Pay		<u>914</u>	
Total Salaries	7.00		\$330,700
Fringe Benefits			76,232
Total Personnel			\$406,932

BOARD OF SUPERVISORS
BUDGET ANALYST

OPERATING EXPENSES

Office Equipment	\$500
Copy Machine	1,200
Other	1,927
Auto Mileage	100
Travel	300
Staff development and training	500
Postage, subscriptions & printing	1,000
Telephone	2,500
Office Supplies	1,775
Furniture	1,000
Rental of Property	16,848
Data Processing	<u>725</u>

Total Operating Expenses \$28,375

TOTAL PERSONNEL & OPERATING EXPENSES \$435,307

Required Match: None

No. of Persons Served: Approximately 55,500 annually

Indirect Costs: \$154,595

Comments: 1. As noted above, the personnel and operating expenses for the program are budgeted at \$435,307, which is \$99,326 less than the \$534,633 allocation for administrative expenses contained in the proposed grant. Mr. Jeff Leong, CHIP Project Coordinator advises that the CHIP funds are scheduled to expire June 30, 1994. According to Mr. Leong, although the program will not receive any additional funds after June 30, 1994, some administrative support will still be required until approximately March of 1995 in order to complete the processing of all reimbursement payments to the health care service providers. Mr. Leong advises that the \$99,326 portion of the grant to be received would be carried forward to FY 1994-95 to pay for such administrative support.

2. The DPH intends to introduce an Amendment to the Whole on the proposed legislation at the Government Efficiency and Labor Committee on October 20, 1993. This amended legislation will reflect the actual grant amount of \$10,627,647.

3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. The DPH has prepared a Disability Access Checklist for the proposed grant program which is included in the Clerk of the Board file.

Recommendation: Amend the title and body of the proposed resolution to reflect a grant amount of \$10,627,647 instead of \$10,782,909 and an indirect cost amount of \$154,595 instead of \$152,841 and approve the proposed resolution as amended.

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Health Services Division Public Health Administration
 Contact Person George B. (Peter) Abbott, M.D. Section AB 75 Project
 Address 714 P Street, Room 523 Contact Person Jeffrey Leong, AB 75 Coordinator
Sacramento, CA 94334 Telephone (415) 554-9162
 Amount Requested _____ Application Deadline no specific date
 Term: From 7/01/93 To 6/30/94 Notification Expected after receipt of application
 Health Commission 9/21/92 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a
 (Check appropriate words) grant in the amount of \$10,627,647 from the period of 7/01/93 to 6/30/94
 to provide _____ services.
California Healthcare for Indigents Program (CHIP)

II. Summary: (Concise summary; need addressed; number + group served; services and providers)
 (See attachment, page 2)

III. Outcomes/Objectives:
 (See attachment, page 2)

IV. Effects of Reduction or Termination of These Funds:
 (See attachment, page 2)

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$11,810,233	\$10,782,909	\$10,627,647			
Personnel			406,932			
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space			16,848			
Other			10,649,272			
Indirect Costs			154,595			

VI. Data Processing

(same included above)

(not applicable)

VII. Personnel

F/T CSC _____ (not applicable) _____
 P/T CSC _____
 Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 (not applicable)

Will grant funded employees be retained after this grant terminates? If so, How?

AB 99 legislation authorizes continuation of CHIP funding through June 30, 1994, a
 percentage of which is used for administrative personnel costs.

VIII. Contractual Services: Open Bid X Sole Source _____ (If sole source, attach Request for Proposals Form)

Summary of Grant Request for AB 75 Project, Fiscal Year 1993/94
Page Two

II. Summary

CHIP funds allocated to each county are deposited locally into three different CHIP Funds/Accounts: Hospital Services Fund, Physician Services, and Other Health Services Fund. From these Funds, San Francisco General Hospital, non-county hospitals, and private physicians are reimbursed for services provided to indigent persons.

"Request to Apply for, Accept, and Expend" is made at this time due to the recent arrival of the application for FY 1993/94. Upon receipt of the county's application by the State, the county will receive the first installment of its FY 1993/94 allocation. These funds will accrue interest which will be used for both program services and administrative costs. Timely receipt of the first installment is necessary in order for the AB 75 Project to make its first scheduled payment to non-county hospitals projected to be February 28, 1994.

III. Outcomes/Objectives

The objective of the CHIP Program is to reimburse or pay for health services delivered to persons who cannot afford to pay for services and for whom payment for services will not be made through private coverage or by any program funded in whole or in part by the federal government.

IV. Effects of Reduction or Termination on These Funds

The Local CHIP total allocation for FY 1993/94 is expected to be 1.5% less than the FY 1992/93 funding level. This directly affects the amount of funding available through this source for CHIP direct program services and administrative costs.

Memo to Government Efficiency and Labor Committee
October 20, 1993 Government Efficiency and Labor Committee Meeting

Item 1e - File 147-93-9

Department: San Francisco Public Library

Item: Resolution authorizing the Public Library to accept and expend \$35,000 in grant funds from the United States Department of Education Library Services and Construction Act (LSCA) for the purchase of foreign language materials for the Fiscal Year 1993/94; waiving indirect costs.

Grant Amount: \$35,000

Grant Period: October 1, 1993 through September 30, 1994

Source of Funds: United States Department of Education Library Services and Construction Act (LSCA) through the California State Library

Description: The Board of Supervisors previously approved a resolution (File 147-93-6) authorizing the Public Library to apply for \$35,000 in grant funds from LSCA. The proposed resolution would authorize the Public Library to accept and expend the \$35,000 in grant funds from LSCA.

The proposed grant would be used to enhance collections and services for Chinese-speaking and Spanish-speaking residents of San Francisco. The existing focused Spanish and Chinese language collections will be broadened in anticipation of renovation and expansion of the two branches (Chinatown and Mission Branches) housing these collections. In addition, two smaller core collections at Richmond and Excelsior Branches will be expanded to meet the needs of Spanish and Chinese speaking populations residing in these two neighborhoods.

Budget: The budget totalling \$35,000 for the purchase of library materials in Chinese and Spanish languages is as follows:

<u>Books</u>	<u>Chinese</u>	<u>Spanish</u>
Adult		
Self-help	\$3,000	\$3,800
Business	1,000	1,000
Reference	3,500	3,000
Children		
Reference and school support	3,000	1,800
Family sharing	3,500	3,000

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<u>Books</u>	<u>Chinese</u>	<u>Spanish</u>
<u>Audio-Tapes</u>		
Adult	\$1,000	\$1,200
Children	500	500
<u>Video-Tapes</u>		
Adult	3,000	700
Children	500	500
<u>Computer Software</u>	500	<u>0</u>
Total	\$19,500	\$15,500

Required Match: None

Comments:

1. The Public Library reports that LSCA grant funds can only be expended for Library materials. Therefore, indirect costs are not included in this request, and the proposed resolution requests that indirect costs be waived.
2. The Public Library has completed a Disability Access Checklist which is in the file.
3. The Grant Application Information Form prepared by the Department is attached.

Recommendation: Approve the proposed resolution.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Library

Contact Person: Neel Parikh Telephone: (415) 557-4355

Project Title: Chinese and Spanish Language Collection Expansion

Grant Source: U.S. Department of Education: Foreign language materials acquisition program

Proposed (New / Continuation) Grant Project Summary:

The purpose of this grant is to enhance collections and services for Chinese-speaking and Spanish-speaking residents of San Francisco. The existing-focused Spanish and Chinese language collections will be broadened, in anticipation of the renovation and expansion of the two branches (Chinatown and Mission Branches) housing these collections. In addition, two smaller core collections at Richmond and Excelsior Branches will be expanded to meet the needs of Spanish and Chinese speaking populations residing in these two neighborhoods. All collections will be supported by bilingual staff working with community agencies and media, these collections will be promoted widely in Spanish-speaking and Chinese-speaking communities.

Amount of Grant Funding Applied for: \$35,000

Maximum Funding Amount Available: \$976,000

Required Matching Funds: -0-

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? -0-

Term of Grant: October 1993 to September 1994

Date Department Notified of Available funds: December 1992

Application Due Date: February 19, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

LSCA

TITLE V - FOREIGN LANGUAGE MATERIALS ACQUISITION

Sec. 501. (a) The Secretary shall carry out a program of making grants from sums appropriated pursuant to section 4(a)(4) to State and local public libraries for the acquisition of foreign language materials.

(b) Recipients of grants under this title shall be selected on a competitive basis.

(c). No grant under this title for any fiscal year shall exceed \$35,000, except that-

(1) not more than 30 percent of the funds available for grants under this title in any fiscal year may be used to make grants in amounts between \$35,000 and \$125,000; and

(2) no recipient may receive more than one grant under this title for any fiscal year.

All grant funds must only be expended for library materials. Therefore, indirect costs are not included in this request.

Kenneth E. Dine

Department Head Approval

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Item 1f - File 147-93-10

Department: Public Library

Item: Resolution authorizing the Public Library to apply for, accept and expend funds not to exceed \$64,021 from the United States Department of Education Library Service and Construction Act (LCSA) through the California State Library, and waiving indirect costs.

Grant Amount: Not to exceed \$64,021

Grant Period: October 1, 1993 through September 30, 1994

Source of Funds: United States Department of Education Library Services and Construction Act Fund (LSCA) through the California State Library

Description: The proposed grant will enhance existing collections at the Main Library through the acquisition of materials in the fields of business and foreign languages. The proposed grant will also enhance the existing foreign language collections at the Chinatown, Mission, Richmond, Western Addition and Excelsior Branch Libraries.

Budget: The budget totaling \$64,021 for the purchase of an estimated 3698 library books in the fields of business and foreign languages, and participation in a seminar, is as follows:

Type of Books
(By Location)

Expenditure

Main Library:

Business/Science Dept.	\$27,521
Regional business directories, trade catalogs, business services (securities and income taxes).	
Circulating Library	8,000
Vietnamese, Chinese and Spanish language.	

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Type of Books
(By Location)

Expenditure

Children's Services:

Vietnamese	\$2,000
Japanese	750
Spanish	2,000
Chinese	3,000

Branch Libraries:

Chinatown Branch	
Chinese language	9,200

Mission Branch	
Spanish language	5,600

Richmond Branch	
Russian and Chinese languages	2,400

Western Addition Branch	
Japanese language	2,400

Excelsior Branch	
Tagalog language	<u>400</u>

Subtotal (books)	\$63,271
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Operations

Seminar Participation	<u>750</u>
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Total Budget	\$64,021
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Required Match: None

Indirect Costs: According to the Public Library, Federal regulations do not permit these LCSA grant funds to be used for payment of indirect costs. Therefore, the proposed resolution requests waiving indirect costs.

Comments: 1. According to Ms. Nancy Musser of the Public Library, the \$750 in the budget for seminar participation is to cover travel and lodging costs associated with attendance of a mandatory

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meeting required by the Federal Government to develop regional collection development plans.

2.. The Public Library reports that the application for the proposed grant funds, which was due on September 1, 1993 has already been submitted. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for the proposed grant retroactively.

3. Attached is a grant summary, as prepared by the Public Library, for the proposed grant funds.

4. The Public Library has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to authorize the Public Library to apply for the proposed grant funds retroactively and approve the resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Library

Contact Person: Nancy Musser Telephone: 557-4330

Project Title: MURL (Major Urban Resource Libraries)

Grant Source: LSCA Funds awarded through the State Library (Library Services and Construction Act)

Proposed (New / Continuation) Grant Project Summary:

The library applies for and receives MURL funds annually. They are used entirely for the purchase of library materials:

Books in the fields of business, science and technology, materials that go out of date quickly and continue to increase in cost.

Books in Asian languages, Russian and Spanish to meet the needs of the Bay Area's growing immigrant populations.

Amount of Grant Funding Applied for: \$64,021

Maximum Funding Amount Available: \$64,021

Required Matching Funds: none

Number of Positions Created and Funded: none

Amount to be Spent on Contractual Services: none

Will Contractual Services be put out to Bid? no

Term of Grant: October 1, 1993 - Sept. 30, 1994

Date Department Notified of Available funds: July 21, 1993

Application Due Date: Sept. 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The MURL funds are to be used for the development of collections of regional as well as local value.

The funds are paid to the library in a lump sum in the fall to be expended-according to the plan submitted-by October 30 of the following year.

Kenneth E. Doe
Department Head Approval

Item 1g - File 138-93-6

Department: District Attorney

Item: Resolution authorizing the District Attorney to apply for, retroactively accept and expend new grant funds in the amount of \$60,000 made available through the Office of Criminal Justice Planning, and waiving indirect costs per the 1993 Federal guidelines.

Grant Amount: \$60,000

Grant Period: July 1, 1993 through June 30, 1994

Source of Funds: Office of Criminal Justice Planning (OCJP)

Project: Special Emphasis Victim Witness Assistance Program

Description: The District Attorney is planning to use the proposed grant funds to provide direct outreach services to special emphasis crime victims. Special emphasis victims are defined as underserved minority persons who have been victimized by a specific violent act (i.e., families of a homicide victim or a drunk driving victim, victims of elder abuse, victims of hate crimes). The District Attorney is proposing to specifically target families of homicide victims in the African American communities of Bayview Hunters Point and Ingleside Districts. Specific services to be provided would include counseling, criminal justice system advocacy and other supportive services.

**No. of Persons
to be Served:** 100 clients

Budget: Personnel

Project Advocate (1.00 FTE)	\$34,191	
Volunteer Coordinator (0.50 FTE)	15,451	
Fringe benefits	<u>6,472</u>	
Subtotal		\$56,114

Operating Expenses

Travel	\$705	
Rent	1,611	
Office Supplies	300	
Postage	70	
Printing	240	
Telephone	360	
Audit	<u>600</u>	
Subtotal		<u>\$3,886</u>
Total		\$60,000

Required Match: \$15,000 in in-kind match (these monies are included in the District Attorney's 1993-94 budget)

Indirect Costs: None. OCJP guidelines do not permit these grant funds to be used to pay for indirect costs.

Comments: 1. The District Attorney advises that the grant application which was due on August 4, 1993, has already been submitted. As such, the proposed resolution would authorize the District Attorney to apply for the proposed grant retroactively.

2. Attached is a grant summary, as prepared by the District Attorney, for the proposed grant funds.

3. The District Attorney has prepared a Disability Access Checklist for this program which is included in the Clerk of the Board's File.

Recommendation: Approve the proposed resolution.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: District Attorney's Office, Victim Witness Bureau

Contact Person: Donna Medley Telephone: 553-9046

Project Title: Special Emphasis Victim Assistance Program

Grant Source: Office of Criminal Justice Planning

Proposed (New / Continuation) Grant Project Summary:

Special Emphasis Victim Assistance Program will provide crisis reponse and comprehensive services to 100 new special emphasis victims specifically family members and significant others of homicide victims in the African American communities of Bayview Hunter's Point and Ingleside districts. The project will also maintain 100 continuing contacts with secondary victims thereby providing follow-up counseling, criminal justice system advocacy and other supportive services.

Amount of Grant Funding Applied for: \$60,000

Maximum Funding Amount Available: \$60,000

Required Matching Funds: \$15,000 (In-Kind Only)

Number of Positions Created and Funded: 1.5

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? n/a

Term of Grant: 7/1/93 - 6/30/94

Date Department Notified of Available funds: 7/21/93

Application Due Date: 8/4/93

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):


Grantee awarded funds derived from 1984 Victims of Crime Act (VOCA). The primary purpose of the VOCA victim assistance grant program is to provide direct assistance to innocent victims of violent crime soon after the incident and improve the victim's willingness to cooperate with the criminal justice process. Grantee must be currently Office of Criminal Justice Planning funded. Victim/Witness Center at the time of application and throughout the entire grant period. Special Emphasis Victim Assistance Programs provides local assistance grants for OCJP funded Victim Witness Centers to provide direct outreach services to special emphasis crime victims. Special emphasis victims are defined as underserved minority persons who have been victimized by a specific violent criminal act, e.g. families of a homicide victim, or drunk driving, elder abuse, hate crimes.

The Grantor supplies administrative guidelines through the OCJP GRANTEE HANDBOOK which is available to all grantees.

Assessment of Need for Grant Funding:

In establishing Special Emphasis Victim Assistance Programs, OCJP held public hearings in 1989 to ascertain where the special victim needs existed in communities in order to properly administer federal funds. OCJP identified the need to fund programs serving special underserved victim populations.

The need for this program in San Francisco is clear when one considers that homicides increased in 1992 by 23% over the previous year and 40% of the victims were African American. Added to these statistics the high percentage of violent crimes occurring in Bayview Hunters Point and Ingleside Districts; Victim Witness Assistance Program needs new staff to meet the demands of these areas. Victim Witness has a history since 1987 of successfully responding to the needs of the community by outstationing victim advocates in Chinatown, the Mission, and Tenderloin as well as working with the elderly, child victims, rape victims, and the business community.



Department Head Approval

ARLO SMITH, District Attorney

Item 1h - File 133-93-4

Department: Office of Chief Administrative Officer (CAO)

Item: Resolution authorizing the Chief Administrative Officer to apply for, accept and expend up to \$238,337 in Used Oil Recycling Grant Funding from the California Integrated Waste Management Board (CIWMB); waiving indirect costs.

Grant Amount: Not to exceed \$238,337

Grant Period: October 29, 1993 to October 28, 1994

Source of Funds: California Integrated Waste Management Board (CIWMB)

Project: San Francisco Public/Private Partnership - Used Oil Recovery Program

Description: The proposed grant funds would be used to subsidize the establishment of a used oil collection program in San Francisco that will encourage recycling or appropriate disposal of used oil. Grant funding will also be applied towards public education to inform citizens of locally available used oil recycling opportunities.

Budget: Personnel

Salaries (.08 FTE)	\$2,940
Fringe Benefits	<u>123</u>
Total Personnel	\$3,063

Contractual Services

Used Oil Collection expenses	\$130,000
Used Oil Transportation and disposal expenses	21,937
Construction Expenses	5,000
Public Education/Awareness	<u>58,337</u>
Total Contractual Services	215,274
Equipment Purchase/Rentals (oil tanks)	15,000
Materials and Supplies (testing equipment for oil contamination)	<u>5,000</u>
Total Budget	\$238,337

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Required Match: None

Comments:

1. According to the Office of the Chief Administrative Officer, CIWMB does not allow for the inclusion of indirect costs. Therefore, the proposed resolution requests that indirect costs be waived.

2. Ms. Maria Trapalis-Baird of the Office of the Chief Administrative Officer reports that contractors have not yet been selected. Therefore, the amount of \$215,274 for contractual services should be placed on reserve pending selection of the contractors, the submission of contract cost details, and the MBE/WBE status of the contractors.

3. Ms. Trapalis-Baird also reports that the salary and fringe benefit monies under the proposed budget will be used to partially fund an existing 1365 Special Assistant position in the CAO's Office.

4. The Grant Application Information Form prepared by the Department is attached.

5. The Office of the Chief Administrative Officer has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution by placing an amount of \$215,274 on reserve pending the selection of the contractors, contract cost details, and the MBE/WBE status of the contractors. Approve the proposed resolution as amended.

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Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Chief Administrative Officer, Solid Waste Management Program

Contact Person: Maria Trapalis-Baird Telephone: 554-3444

Project Title: SF Public/Private Partnership: Used Oil Recovery Program

Grant Source: California Integrated Waste Management Board - Used Oil Recycling Fund.

Proposed (New / Continuation) Grant Project Summary:

This project would use the grant funds to subsidize the establishment of a used oil collection program in San Francisco that will encourage recycling or appropriate disposal of used oil. Grant funding will also be applied towards public education to inform citizens of locally available used oil recycling opportunities.

Amount of Grant Funding Applied for: \$238,336.71

Maximum Funding Amount Available: \$238,336.71

Required Matching Funds: -0-

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: \$150,000 divided among 5 to 8 facilities

Will Contractual Services be put out to Bid? The services solicited are essentially professional services, not conducive to an RFB process. Participants will be selected through RFP process. Participation of existing collection sites will be sought first.

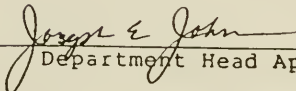
Term of Grant: 1 year

Date Department Notified of Available funds: we were made aware that San Fra
was eligible to participate on

Application Due Date: October 29, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See attached:



Department Head Approval

Memo to Government Efficiency and Labor Committee
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Item 2 - File 127-92-10

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of October 6, 1993.

Item: Ordinance amending Article 12B of Part III of the San Francisco Municipal Code by adding Section 1007.3 to require persons filing a statement of fictitious business name pursuant to Section 17900 et seq. of the California Business and Professions Code to provide proof of compliance with business tax registration requirements.

Description: Under the Administrative Code, the City imposes three types of business registration requirements. All businesses in San Francisco are required to obtain a business tax registration certificate from the Tax Collector, in order for the City to enforce collection of business taxes. In addition, some, but not all, businesses are required to obtain regulatory permits of various kinds, such as Health Department permits for restaurants or Fire Department permits for gas stations, which are issued by the individual departments. Finally, some, but not all, businesses are required to obtain business licenses, including, for example, licenses for laundries, sightseeing operations, theaters, automotive repairs shops, and others.

The Recorder administers the filing and issuance of fictitious business name statements, which are required of individuals who adopt a name different than their own as a name for their business.

The proposed ordinance would amend the Administrative Code to require that individuals who file a statement of fictitious business name with the Recorder must provide proof of business tax registration from the Tax Collector before the fictitious business name statement will be issued.

Comments:

1. The Recorder and the Tax Collector have previously reported that the intent of the proposed ordinance is to require persons filing fictitious business name (FBN) statements to present evidence that they have obtained the business tax registration certificate, pursuant to Article 12-B of the Administrative Code.

2. Mr. Greg Diaz of the Recorder's Office reports that the specific proof to be presented by applicants for a FBN statement has not been determined yet.

3. Mr. Diaz advises that the Recorder's Office would not require additional staff or costs to implement the proposed legislation.

4. According to Mr. Richard Sullivan of the Tax Collector's Office, the Tax Collector currently reviews newspapers and other sources to locate businesses operating in San Francisco that have not applied for a business tax registration. Mr. Sullivan anticipates that the proposed legislation would allow the Tax Collector to enforce business tax registration requirements more effectively, and would therefore result in increased revenue to the City. The amount of such increased revenues to the City would be contingent upon the extent to which businesses do not comply with City business tax requirements, the extent to which the proposed legislation forces such businesses to comply, and the amount of business taxes and other fees owed by these businesses.

Recommendation: Approve the proposed ordinance.

Item 3 - File 25-93-25

Note: This item was continued from the October 6, 1993 Government Efficiency and Labor Committee meeting.

Department: Recreation and Park Department

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be performed by a private contractor for a lower cost than similar work performed by City and County employees.

Services to be Performed: Security Services at Candlestick Park

Description: The Controller has determined that contracting for security services for Fiscal Year 1993-94 at Candlestick Park would result in estimated savings as follows:

	Lowest Salary	Highest Salary
<u>City Operated Service Costs</u>	<u>Step</u>	<u>Step</u>
Personnel Services	\$594,501	\$703,519
Fringe Benefits	<u>136,444</u>	<u>152,916</u>
Total	\$730,945	\$856,435
<u>Contracted Service Cost</u>	<u>300,000</u>	<u>300,000</u>
<u>Estimated Savings</u>	\$430,945	\$556,435

Comments: 1. Currently, five City employees (four Park Patrol Officers and one Head Park Patrol Officer) provide security services at Candlestick Park. Fiscal Year 1993-94 would be the first year a private contractor would provide security guard services at Candlestick Park.

2. The Recreation and Park budget for 1993-94 provides for four Park Patrol Officer positions through August 31, 1993 and funds for contractual security services beginning September 1, 1993. The four Park Patrol Officer positions were deleted effective August 31, 1993. However, until the contractor is finally selected the four Park Patrol Officer positions are being paid from temporary salary monies in the 1993-94 budget.

3. The Contracted Service Cost for the purpose of this analysis is based on the same hourly rate (\$10.00) charged in an

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existing security contract which the Recreation and Park Department has in place at the Zoo.

4. The Recreation and Park Department advises that they are in the process of competitively bidding for the security services contract.

5. According to Mr. Phil Arnold of the Recreation and Park Department, security services at Candlestick Park, particularly on non-game days is inadequate. Mr. Arnold reports that by contracting out these security services, the Department expects to obtain increased security coverage. Mr. Arnold explains that currently the City is spending approximately \$200,000 to provide approximately 10,000 hours of security coverage (\$20 per hour), whereas by contracting out these services for \$300,000, the City could provide (at \$10 an hour) 30,000 hours of security coverage. In anticipation of contracting for security guard services at an increased level of services, the 1993-94 Recreation and Park Department budget, as approved by the Board of Supervisors includes approximately \$300,000 for security services (approximately \$50,000 for Civil Service salaries and \$250,000 for contractual services). Thus, a 50 percent increase in costs (from \$200,000 to \$300,000) will result in a 200 percent increase in security services (from 10,000 hours to 30,000 hours).

6. As stated above, four Park Patrol Officers will be deleted as a result of contracting out security services (the Head Park Patrol Officer will be transferred to Golden Gate Park). Mr. Arnold advises that the Recreation and Park Department has found City positions for two of these Park Patrol Officers by bumping temporary workers at Golden Gate Park, and is currently working with union representatives to find other City positions for the remaining two individuals. However, currently, there are no more vacancies in the 8208 Park Patrol Officer classification.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: The Budget Analyst concurs with the Controller's certification that security guard services at an increased level of service for 1993-94 can be practically performed by a private contractor at a lower cost than similar services performed by City and County employees. However, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.

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City and County of San Francisco

Recreation and Park Department



CHARTER 8.300 -1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: RECREATION AND PARK DEPARTMENT

CONTRACT SERVICES: CANDLESTICK STADIUM SECURITY SERVICE CONTRACT

1. Who performed service prior to contracting out ?

Four 8208 Park Patrol Officers

2. Number of City employees laid off as a result of contracting out ?

four

3. Explain disposition of employee if they were not laid off.

Insufficient budget funds to keep them on board. They may be absorbed through attrition. At this time we do not have vacancies in the 8208 classification.

4. What percent of City employees' time is spent on services to be contracted out ?

100 %. Both tenants, the Giants and 49ers request to have full coverage, around the clock security at Candlestick Stadium. In order to provide around the security, the Department would need to budget for an additional four 8208 Park Patrol Officers, one 8210 Park Patrol Officer, and \$50,000 in temporary relief funds. This would be an additional cost of \$270,000 not including the existing four 8208 Park Patrol Officers.

5. How long have the services been contracted out?

This will be the first time for Candlestick Stadium. The department has a Security Contract at the Zoo for the last seven years.

6. What was the first fiscal year for a Proposition J Certification?

Hopefully fiscal year 93-94.

7. How will contract services meet the goals of your MBE/WBE/ACTION PLAN?

The Department will actively seek MBE/WBE to bid on Security Guard Services. Our Senior Purchaser will follow Purchasing's guideline in outreach to minority and women owned business.

ETAI CHEN
BUDGET OFFICER
666-7040

Item 4 - File 39-93-1

Note: This item was continued at the October 6, 1993 Government Efficiency and Labor Committee meeting.

1. This item is a hearing to consider transmitting the 1992-93 Civil Grand Jury Reports of the City and County of San Francisco. This hearing concerns nine reports released by the 1992-93 Civil Grand Jury, as follows:

<u>Department</u>	<u>Report Title</u>
Mayor	Overtime
Public Utilities Commission (PUC)	Claims Function Consolidation Use of City-Owned Vehicles PUC Security Transit Driver Training Diesel Contract MUNI Planning Transit Operator Drug and Alcohol Testing Additional Observations and Recommendations for Improvement of MUNI

2. The Civil Grand Jury's recommendations, included in their report for the Mayor's Office entitled Overtime, are as follows:

- The Mayor and Board of Supervisors should freeze all salaries (including uniformed, miscellaneous and Category Z) at FY 1992-93 levels. All union contracts should be opened. The next fiscal year should be used to make long-term adjustments to the pay and overtime structure.
- The Mayor should issue a budget instruction to all departments which absolutely precludes approvals of any supplemental appropriation requests for overtime.
- The Controller should approve no more withdrawals from Category Z status if payment of overtime from the General Fund is involved.
- Departments should be required by the Mayor to comply with the overtime reporting requirements of the San Francisco Administrative Code Section 18.13, "Maximum Permissible Overtime." The Board of Supervisors should amend Section 18.143 to establish procedures for Board review and departmental corrective actions if required.
- The Mayor should direct the top ten overtime user departments to report overtime use to his Office each quarter. Each initial report should include departmental plans to reduce overtime use during the remainder of this

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fiscal year and for FY 1993-94. These departments should also be required to present detailed plans on how they will achieve greater accountability in controlling overtime.

- The Mayor should take the following additional actions which are a restatement of the recommendations in the 1987 Budget Analyst report, "Overtime Expenditures for City Departments", since little but lip service has been given them:
 - a. A detailed review of overtime policies and management controls for all City departments.
 - b. Development of consistent and enforceable overtime policy for all City departments and employees; and
 - c. Development of improved management oversight and control of expenditures for overtime wages.
- 3. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Claims Function Consolidation, are as follows:
 - The Mayor should require that a single unified claims and investigations office be established. The office should be under the management of the Director of Claims and Investigations in the Office of the City Attorney. As required by San Francisco Charter Section 3.401, the Airport and Port claims functions should be transferred immediately.
 - The Board of Supervisors should pass an ordinance directing the consolidation of the PUC Claims function under the Director of Claims and Investigations in the City Attorney's office, as outlined in paragraph (c) of San Francisco Charter Section 3.401.
 - To arrive at a more realistic budget figure, the claims budgeting process should be revised by the PUC General Manager and departments to reflect the reserve necessary to cover all potential liability on a case-by-case basis.
 - Pending such reorganization, the General Manager of the Public Utilities Commission should direct the PUC General Claims Agent to accomplish the following:
 - a. Prepare written procedures for investigating, processing, and adjusting claims, including the requirement for management review at key points in the process;
 - b. Develop a system to control and document the expenditure of time in the claims office;

- c. Write a comprehensive, formal training program for investigators and adjusters, including, but not limited to information concerning torts, the legal process, insurance, City rules and regulations, claims processing, investigative techniques, and litigation, including the use of depositions; and
 - d. Prepare written position descriptions for each assigned person and prepare performance evaluations required by Civil Service regulations.
 - Pending such reorganization, the City Controller should conduct a management audit of the PUC claims function during fiscal year 1993-94.
4. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Use of City-Owned Vehicles, are as follows:
- The Board of Supervisors should direct that Section 4.11 of the Administrative Code be rewritten to clarify procedures for City-owned vehicle use and assign responsibility for the management of the overall program. This is a repeat recommendation from the 1991-92 Civil Grand Jury which has not been acted upon by the Board of Supervisors.
 - The Office of the Mayor should require, annually, that MUNI and other departments justify the numbers of City-owned vehicles authorized for official use, the rationale for such use, and the names and titles of employees authorized to use them.
5. The Civil Grand Jury's recommendations, included in their report entitled PUC Security, are as follows:
- The San Francisco Police Department should dedicate more Police Officers to the "MUNI Transit Detail." The safety and protection of operators, passengers, vehicles, and MUNI facilities should be the only priority of Police assigned to MUNI, unless there is an extreme City-wide emergency.
 - Revenue-collecting and money-counting responsibilities should be removed from MUNI by the General Manager, PUC. An outside financial entity should be employed to collect, count, and account for all fares and other monies.
 - MUNI should acquire fare boxes that employ current technology.
6. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Transit Driver Training, are as follows:

- The Civil Service Commission should require that all applicants for MUNI transit operator positions, who otherwise qualify, hold a current California Class B/P driver's license. Such training should be at the applicant's expense.
 - The General Manager of MUNI should extend the current 11 days line training to 21 days and, in addition to driver training with an experienced driver, include classroom training by the Civil Service Training Program and other City agencies, courses in rider awareness and sensitivity, San Francisco street locations, City and Bay Area transit connections, emergency situations, and safety and courtesy.
 - The General Manager of MUNI should require that during the apprentice probationary period of 12 months after a driver completes training, the driver must be monitored frequently for driving proficiency and adherence to MUNI rules and policies. Any major infractions during this period should result in dismissal.
7. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Diesel Contract, are as follows:
- When price differentials are insignificant, the City Purchasing Department should award contracts on the basis of what is best for the City overall.
8. The Civil Grand Jury's recommendations, included in their report entitled MUNI Planning, are as follows:
- The MUNI's General Manager should take the following actions:
 - a. Disseminate the Transit Plan and Capital Improvement Plan to all Deputy General Managers and Department Heads, follow the plan, conduct annual reviews of the plan, and update the plan as necessary.
 - b. Disseminate the Metropolitan Transportation Commission Performance Audit Report to the Deputy General Managers and Departments Heads and follow its recommendations.
9. The Civil Grand Jury's recommendations, included in their report of the PUC entitled Transit Operator Drug and Alcohol Testing, are as follows:
- The Mayor's Office and the Transit Workers Union should meet immediately to develop a plan for the implementation of random drug and alcohol testing.

10. The Civil Grand Jury's recommendations, included in their report entitled Additional Observations and Recommendations for Improvement of MUNI, are as follows:

- The PUC should reinstate the Clean Fleet Program, expanding it as follows:
 - a. All MUNI motor coaches and LRVs should be fitted with trash receptacles to be located at or near front and rear doors. Transit drivers should be required to empty these receptacles at the end of each run.
 - b. A City-wide campaign, encouraging the public to keep buses clean, should be initiated by MUNI's Public Relations Office.

Comments

1. The calendar for the October 20, 1993 Government Efficiency and Labor Committee meeting indicated that the Department of Public Health is included in the remaining Civil Grand Jury reports to be transmitted. However, the 1992-93 Civil Grand Jury only has two recommendations regarding the Department of Public Health in its report entitled *Update on Tuberculosis in S.F. County Jails*. That report was issued on March 19, 1993 and was considered by the Government Efficiency and Labor Committee on May 19, 1993. Therefore, this item should not include the Department of Public Health.

2. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. The Clerk of the Board has requested responses from the subject departments. The departments' responses are in the file.

3. The Civil Grand Jury Reports do not include cost estimates for implementing their recommendations.

4. The Board of Supervisors has already transmitted 18 reports released by the 1992-93 Grand Jury. The nine reports currently being considered for transmittal are the remaining reports of the 1992-93 Grand Jury, such that the Grand Jury issued a total of 27 reports for 1992-93.

Recommendation

Prepare in and report out a resolution to transmit the nine Civil Grand Jury reports and the Board of Supervisors' comments to the Presiding Judge of the Superior Court who impaneled the Grand Jury.

Item 5 - File 97-93-28

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of October 6, 1993. The General Manager of the Water Department and the Director of Public Works have been requested to document and to present to the Committee their requirements for City emergency vehicles.

Department: Purchasing

Item: Draft ordinance amending the Administrative Code by amending Section 4.11 to delete the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees and instead to authorize the Department Head to assign vehicles upon written justification from the individual officer or employee requesting the vehicle; to allow exceptions to the prohibition against employees of the City and County using City vehicles for transportation to and from the employee's residence for any employee who is on call for work after his or her normal workday, and for Forensic Pathologists who are employed by the Office of the Medical Examiner/Coroner and who use City vehicles for transportation in order to investigate death scenes before and after normal working hours. The Medical Examiner/Coroner would be required to keep records in the latter case, and said records would be required to be open to inspection by the Mayor and the Board of Supervisors. Finally, the proposed ordinance would allow employees to garage City vehicles at their places of residence during non-work hours.

Description: Section 4.11 of the San Francisco Administrative Code currently provides that vehicles owned, leased, or rented by the City and assigned to, or under the jurisdiction of, any department, shall be used only in the discharge and transaction of City business, and that no employee or officer of the City shall use any such vehicle without the consent of the department head. Section 4.11 further provides that the Purchaser of Supplies is authorized to assign vehicles to individual officers and employees [as opposed to making vehicle assignments to City departments and agencies] based upon a written request justifying the need for personal assignment of such vehicle made by the department head and approved by the Chief Administrative Officer (CAO).

In addition, Section 4.11 states that City-owned vehicles may be used for transportation to and from an employee's place of residence only for one or more of the reasons listed below:

1. The employee resides in the City, or the employee both resides and works outside of the City¹, and:
 - a. The employee is on call for work after his or her normal workday is completed and the nature of the work has required the use of a City vehicle on at least five occasions in the preceding 12-month period;
 - b. The employee must leave his or her residence prior to 8:00 a.m. on City business away from his or her normal place of work;
 - c. The employee would return to his or her normal place of work from an appointment of City business after 6:00 p.m. or on a weekend.
2. The employee is a member of the Police Department, Sheriff's Department, or Office of Emergency Services, and has the prior written permission of the department head to use a vehicle equipped with emergency equipment for such purpose. The departments are required to keep detailed records of all vehicles used for such purposes and the number of vehicles so exempted shall not exceed the following:

Police Department	33
Sheriff's Department	5
Emergency Services	2

The proposed ordinance would amend the foregoing provisions by rescinding the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees when such assignment is justified in writing by the department head and approved by the CAO, and instead authorize the department head to make such individual vehicle assignments upon approval by the CAO of written justification from the individual officer or employee.

In addition, the proposed ordinance would allow an employee on call for work after his or her normal workday to use a City vehicle for transportation to and from the employee's residence without regard to the location of the employee's residence or employment.

¹Excluded from this class would be an employee who resides outside of the City and works in the City.

Furthermore, the proposed ordinance would add Subsection (5) to Section 4.11(b) of the City's Administrative Code to include Forensic Pathologists employed by the Office of the Medical Examiner/Coroner in the criminal justice investigatory system, consisting of the Police Department, the Sheriff's Department, and Emergency Services. This inclusion would be limited to forensic pathologists who use City vehicles for transportation in order to investigate death scenes before and after normal work hours. These employees would be permitted to take City vehicles to and from their homes under the new ordinance. The Medical Examiner/Coroner would be required to keep records, and these records would have to be open to inspection by the Mayor and the Board of Supervisors. The number of City vehicles for such use by Forensic Pathologists would be limited to two.

Finally, the proposed ordinance would allow an employee to drive a City vehicle to and from the employee's place of residence solely for the purpose of garaging the vehicle during non-work hours. Such authorization would require the recommendation of the Chief Administrative Officer and approval by the Board of Supervisors, subsequent to the Department's finding that the public interest would be served by permitting the employee to take the vehicle home.

Comments:

General

1. Mr. Nothenberg, Chief Administrative Officer (CAO), has stated that the proposed amendments would save the City money, would conform the ordinance to actual practice, and would deal with some operational anomalies.

2. In general, the Salary Standardization ordinance provides for standby pay as follows:

- a. Instantly available on call: 25 percent of regular pay
- b. Electronic paging: 10 percent of regular pay

When employees are called to perform their regular duties in emergencies during the period of standby service, they are paid at the usual rate of pay and are paid for using a privately owned vehicle at the rate of \$0.25 per mile, when such vehicles are used.

3. Some City employees are reimbursed by the City for regularly using their privately owned vehicles on City business.

Vehicle Assignments to Employees

4. Mr. Nothenberg has stated that department managers, who are in a position to know the transportation requirements of individuals within their departments, as opposed to the limited knowledge of the Purchaser as to such transportation requirements, should be responsible for assigning City vehicles to individual officers and employees.

5. According to Mr. Marc Rosaaen of the Purchasing Department, the Purchaser of Supplies assigns City vehicles to departments and has not, in recent years, made any vehicle assignments to individual officers or employees. Mr. Rosaaen reports that further, there is no record within the Purchasing Department of any individual City officer or employee vehicle assignments being made.

Use of City Vehicles for Transportation To and From Residences

6. Mr. Nothenberg has stated that the policy of allowing employees who are on call for work after normal working hours, and who work inside the City but who live outside the City, to take their City vehicles home would correct an "awkward situation." Currently, departmental managers can assign on call duties for which a vehicle is necessary only to persons living in the City, or, alternatively, require on call personnel who live outside the City to use their privately owned vehicles to respond to emergencies. Mr. Nothenberg advises that if the City requires an employee to be on call to respond to an emergency after hours, the City should provide a City vehicle, irrespective of whether the person responding lives in the City or lives outside of the City.

7. The Mayor's Budget Office conducted a City vehicle and parking survey in the latter part of calendar year 1992. That survey included the following findings, comments, and recommendations:

- The City presently owns 2,719 vehicles of 3/4 ton or less, including automobiles of various sizes, pick-up trucks, and vans;
- Departments reported a total of 399 vehicles that are authorized for 24-hour take home use;
- Departments reported 2,473 parking spaces available for privately-owned or City-owned vehicles used in the course of City business;

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BUDGET ANALYST

- City departments budgeted a total of \$159,300 for the purchase of parking spaces. Of this total, approximately \$68,000 is General Fund. Except in special circumstances, all of the paid parking spaces are used for City-owned vehicles.
- City officers and employees have been authorized to take home one out of every seven City vehicles. Some of the explanations given by the Departments in the survey are not authorized by the provisions of the Administrative Code. For example, many of the vehicles used by City Hall departments are authorized for take home use due to the shortage of public parking in the Civic Center area and to prevent vandalism of City vehicles. Employees that take City vehicles home for these reasons must provide a secure garage space for the vehicle.
- Departments appear to interpret "City business" very broadly in authorizing vehicles for take home use.
- While most vehicles are not authorized for take home use by City employees, the City's Administrative Code is somewhat general with respect to the exceptions for take home use. For example, the Administrative Code only requires that an employee be on call for work after the normal work day, and that the employee demonstrate the need for a City vehicle of at least 5 times in the preceding 12-month period.
- One policy that recognizes valid needs for taking City vehicles home was recently developed by the Public Utilities Commission (PUC). The PUC's policy is more restrictive than Administrative Code 4.11, and only permits take home of City vehicles by employees that have used the vehicle three or more times during one month after completion of their normal work day; are part of the department's emergency response mechanism; or who have to make unscheduled work site visits.

Mayor's Budget Office Recommended Options

- Revise and tighten the exceptions policy for allowing City-vehicle take home use outlined in the Administrative Code. As noted above, the Public Utilities Commission recently implemented a more restrictive policy for take home use of City vehicles. The Mayor's Budget Office suggests that this more restrictive policy be implemented City-wide. This

would require an ordinance to amend Administrative Code Section 4.11.

- Expand the use of vehicle pools. Decrease the number of vehicles authorized for take-home use. Conceivably, as vehicles are pooled in greater numbers, the City would need fewer vehicles in its fleet. The Mayor's Budget Office recommends that vehicle pools be implemented in a policy directive issued to Department Heads and through the specific budget instructions to the CAO and his departments.
- Take home use should only be authorized for employees who demonstrate a frequent need to use a City vehicle after the normal work day. Employees who do not have a frequent need to use a City vehicle after the normal work day may use their privately-owned vehicles and receive a mileage reimbursement from the City, or secure a City-owned vehicle from a vehicle pool when warranted.

8. In a survey conducted by the Budget Analyst in July of 1993, the Budget Analyst determined that approximately 266 of the 399 vehicles authorized for 24-hour take-home use are driven home by employees who are on call before or after normal working hours. In addition, the Budget Analyst reports that approximately 82 of these 266 City vehicles are driven to destinations outside of San Francisco, which is contrary to existing City policy. These 82 vehicles exclude those City vehicles driven home by employees who both live and work outside of the City.

9. According to the Budget Analyst's survey, departments reported that they would assign an additional 24 vehicles to be used to perform on call duties to employees living outside of San Francisco, if the provisions of the Administrative Code were amended to allow such assignments.

10. Based on data provided by City departments, the Budget Analyst estimates that employees commuting from locations outside of the City travel an average of 42 miles more per day, or approximately 10,374 more miles per year (42 miles x 247 work days), than employees who live in the City.

11. The Purchasing Department has estimated that it costs \$0.29 per mile to operate a City vehicle, including fuel (\$0.07), maintenance (\$0.09), depreciation expense (\$0.13), but not including insurance costs, since the City is self-insured. The Budget Analyst estimates that the City's cost of self-insurance for the type vehicles under consideration to be approximately

BOARD OF SUPERVISORS
BUDGET ANALYST

\$0.05 per mile. Therefore the extra cost of authorizing a City employee who lives outside of the City but who works in the City to use City vehicles for transportation could cost the City an additional \$14.28 per vehicle per day (42 miles times \$0.34). Annualized, the extra cost per year would be approximately \$3,527.16 (\$14.28 per day x 247 days) per vehicle.

12. The City would save money on parking expenses for City vehicles which normally would have to be parked in a commercial lot in the City overnight, but, upon passage of the proposed ordinance, could be parked at the employee's residence. However, whether there would be a net savings from such authorization would depend on the distance the vehicle would be driven. Using the cost figure of \$0.34 per mile, monthly overnight parking charges of \$100 would equate to approximately 294 miles of vehicle operation per month, or approximately 40 one-way trips (approximately one month of travel) of 7.4 miles each to and from an employee's residence.

13. According to the Budget Analyst's survey, for 11 City departments which responded to the survey, such departments annually expend a total of approximately \$193,871 on parking spaces for City vehicles during non-working hours. In addition, departments spend an estimated \$28,000 per year on repairs required as a result of vandalism. Thus, a total of approximately \$222,000 is spent per year for the parking and repairs of City vehicles not driven home at night.

The following departments responding to the Budget Analyst's survey reported parking costs or costs for repairs needed because of vandalism and therefore could potentially save money if the savings outweigh the extra costs incurred for fuel and maintenance of City vehicles driven home at night:

<u>Department</u>	<u>Amount Expended</u>	<u>Estimated Amount</u>	<u>Total</u>
	<u>Annually on Off- hour Parking of City Vehicles</u>	<u>Expended Annually due to Vandalism</u>	
District Attorney	\$0	\$7,500	\$7,500
Electricity/Telecomm.	0	4,000	4,000
Hetch Hetchy	2,500	0	2,500
Police	18,000	3,000	21,000
Public Administrator	0	2,000	2,000
Public Defender	0	1,000	1,000
DPH	25,200	500	25,700
PUC/MUNI	69,859	0	69,859
DPW	36,648	9,700	46,348
Sheriff	20,880	0	20,880
Water	<u>20,784</u>	<u>300</u>	<u>21,084</u>
TOTAL	\$193,871	\$28,000	\$221,871

The remaining 36 City departments and agencies that responded to the survey do not incur expenses for off-hours parking, because of the availability of free parking provided by the City, nor do these departments report damage to vehicles caused by vandalism.

14. Mr. John Mullane, General Manager of the Water Department, and Mr. John Cribbs, the Director of Public Works, have expressed the need for allowing employees in their departments who live outside of the City, but who work within the City, to use emergency type vehicles for transportation to and from their residences for the purpose of providing emergency, on call, services. Mr. Mullane and Mr. Cribbs report that the subject emergency vehicles are primarily pick-up trucks, contain special equipment that cannot be accommodated by a privately owned passenger vehicle, and are equipped with radios for communicating in their respective radio communication nets. Further, some of the vehicles are equipped with red flashing lights and sirens.

15. Mr. Mullane and Mr. Cribbs have stated that the emergency vehicle provisions of Section 4.11 (b) (4), which enable the Chief of Police, the Sheriff, and the Director of Emergency Services to authorize the use of emergency vehicles (Police-30; Sheriff-5; Emergency Services-2) for transportation to and from an employee's place of residence, without restriction as to the location of the employees' residence, would satisfy their on call emergency requirements. Mr. Cribbs has stated that the Department of Public Works (DPW) would require authorization for 18 such vehicles. Mr. Mullane has stated that the Water Department would require authorization for 9 such vehicles. Letters from the Water Department and

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from DPW stating their on call emergency vehicle requirements, are attached (Attachments I and II, respectively). Attachments III and IV are letters from the Fire Department and the Office of Emergency Services, respectively, stating support for the Water Department's on call emergency vehicle requirements.

16. In the judgment of the Budget Analyst, some number of vehicles used by the Water Department and Department of Public Works for inclusion in the foregoing emergency vehicle category would be reasonable and would be in accordance with existing policy. The Budget Analyst has not determined the exact number of vehicles in the Water Department and the Department of Public Works that should be so designated as emergency vehicles.

Forensic Pathologists

17. Mr. Nothenberg reports that Forensic Pathologists employed by the Office of the Medical Examiner/Coroner have been overlooked by Section 4.11 of the Administrative Code and that they should receive the same privileges as members of the other criminal investigatory agencies.

18. According to Dr. Boyd Stephens of the Medical Examiner's Office, a separate provision allowing on-call Forensic Pathologists to take City vehicles home was deemed necessary since it is not clearly indicated in current legislation that such use of City vehicles is permitted for Forensic Pathologists. Rather, current legislation provides certain exceptions, which do not include Forensic Pathologists, to the prohibition against taking City vehicles home.

19. Dr. Stephens reports that Forensic Pathologists are called to all homicide scenes, all suspicious death scenes, and upon the request of Medical Examiner Investigators.

- Recommendations:**
1. Approve the proposed amendment to Section 4.11 to authorize department heads, in lieu of the Purchaser of Supplies, to make City vehicle assignments upon approval of written justification from the individual officer or employee.
 2. Approve the proposed amendment to Section 4.11 to authorize two vehicles of the Medical Examiner/Coroner to be driven to an employee's residence for the purpose of providing emergency Forensic Pathologist services.

BOARD OF SUPERVISORS
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3. Amend Section 4.11 to authorize City employees to drive City-owned vehicles to and from their places of residence solely for the purpose of garaging City vehicles during non-work hours, only with respect to City employees who live in the City. In the judgment of the Budget Analyst, authorizing City employees who live within the City to garage City vehicles at their place of residence during non-work hours could be economical in various instances. However, in the judgment of the Budget Analyst, authorizing City employees who live outside of the City to garage City vehicles at their place of residence during non-work hours may not be economical in various instances.

4. The decision of whether to amend Section 4.11 to authorize an employee who lives outside of the City to drive a City vehicle to and from the employee's place of residence for the purpose of providing transportation for the employee while the employee is in an on-call status for work after his or her normal workday is a policy matter for the Board of Supervisors.

5. Amend Section 4.11 to provide for the emergency, on call, requirements of the Water Department and the Department of Public Works in the manner provided the Police Department, the Sheriff's Office, and the Office of Emergency Services in Section 4.11 (b) (4).

City and County of San Francisco

Public Utilities Commission
San Francisco Water DepartmentM E M O R A N D U M

DATE: September 27, 1993

TO: John Taylor
Clerk of the Board

THRU: Stan Jones, *Stan Jones*
Board of Supervisors
Office of the Budget Analyst

FROM: John P. Mullane, *John P. Mullane*
General Manager

RE: File No. 97-93-28 (Use of City Vehicles)

The above referenced amendment to the Administrative Code was heard before the Government Efficiency and Labor Committee at its meeting of September 22, 1993 and was subsequently tabled pending an analysis by the Board of Supervisor's Budget Analyst.

While there are a number of proposed changes to this particular code section, the Water Department's only concern relates to the proposed change under Section 4.11, Subsection (B)(1) which deletes the wording "resides in or both resides and works outside of the City and County". SFWD's concerns relate primarily to the necessity for emergency response by Class 7250 Utility Plumbing Supervisor I (the working title for this classification is Gateman). Twelve employees assigned to the City Distribution Division in this classification perform emergency response activities related to major main breaks, all fires of two or more alarms, and of course, any catastrophic disasters such as earthquakes. They ultimately are the ones that have the knowledge, expertise and equipment available to operate every valve in the 1,200 mile distribution system within San Francisco, controlling both the flow and pressure necessary to obviate situations to the health and safety of the citizens of San Francisco and the protection of personal property.

It is imperative that these individuals have immediate access to their vehicles due to: radio accessibility which provides instant communications with any situation; access to an area that may be restricted to non-official vehicles; possesses special equipment including a four-foot diameter gate valve operating wheel that can not fit in a personal vehicle; a substantially reduced response time; and a reduction of the susceptibility to inaccessibility should the City Distribution Division be isolated due to its location within the City during earthquakes, etc.

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Currently, three of the twelve Gatemen reside in San Francisco with obviously nine residing outside of the City. It is not the Department's intent that all twelve individuals take the vehicles home simultaneously, but that a core group of six Gatemen be either available through their daily work assignment or on call for emergency response. Thus, at a maximum, I would anticipate no more than six of the twelve trucks being home at any one time, which would necessitate an increase at the most of six vehicles outside of San Francisco being taken home at any one time.

If the Committee and ultimately the Board of Supervisors, accepts the rationale that the Department has an emergency response responsibility to protect the water supply, life and personal property of the citizens of San Francisco and that whatever can be done to reduce response time essentially improves the Department's response capabilities, then the proposed amendment to the Administrative Code would allow for immediate response and backup in emergency situations.

Further, if you agree to the concept of emergency response and its necessity for the Water Department, the current language handicaps the Department's ability relative to the flexibility of appointments. As an example, if an individual currently has emergency response responsibilities and resides within San Francisco, current language legitimizes that employee taking a vehicle home at night. Should that employee absent the position and a new employee who resides outside of San Francisco assume that role, he or she would not be able to fulfill such emergency response responsibilities. Deletion of the language would remedy this inconsistency.

The Fire Department, in the attached letter, has expressed the Fire Department's concern on this issue. We have similarly received verbal concerns from the State Department of the Safety of Dams and the State Department of Health Services concerning the Department's ability to respond in a timely fashion in emergency situations related to immediate water quality issues and the preservation of Water Department facilities. I am also in the process of attempting to solicit comments from John Bitoff, Director of the Office of Emergency Services as to his position on this issue and will forward same as soon as possible.

I wish to re-emphasize that currently any Department vehicle taken home at night for emergency response purposes is done so under strict compliance with current Administrative Code provisions. Approval of the change in the proposed language would result, at most, in an additional six vehicles being taken home at night. It is not the intention of the Department to provide any form of carte blanche based on the change in the Administrative Code.

JPM:amt
Enclosure

Department of Public Works



Office of The Director

John E. Cribbs
Director

September 29, 1993

SUBJECT: Government Efficiency & Labor
Committee File 97-93-28
Use of City VehiclesMr. Stan Jones
Budget Analyst's Office
1390 Market Street, Room 1025
San Francisco, CA 94102

Dear Stan:

Regarding the above subject to change the Administrative Code Section 4.11 to permit employees who are on call for emergencies after normal work hours to drive a city vehicle to their places of residence, it is imperative for the operations of this department that the Code be changed in order for us to operate in a lawful manner. Presently, we are called out for the following emergencies:

1. Sewer breaks or flooding of private or public property
2. Street cave ins
3. Street spills of petroleum products, chemicals, paints, etc.
4. Fallen trees
5. Rock or mud slides
6. Sewage treatment plant break downs
7. Accidents involving departmental vehicles or personnel
8. Clean-up after fires or police actions
9. Public building facility failures such as at county jails, YGC or hospitals.

Most of the vehicles driven home are pick-up trucks with covered beds or utility bodies or vans having special tools and equipment needed to handle the emergency and the time saving convenience of going directly to the emergency without going to the corporation yard first. All vehicles are equipped with two-way radios to contact the yard or other crews for assistance if necessary. Vehicles used for street emergencies are equipped with dome flasher lights for emergency safety and carry flares, barricades and plastic cones for traffic diversions.

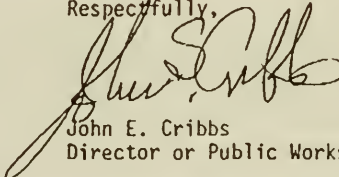
Post-It™ brand fax transmittal memo 7871, # of pages = 3	
To: Stan Jones	From: [Signature]
Co.	Ca.

GOVERNMENT EFFICIENCY & LABOR
COMMITTEE FILE 97-93-28
SEPTEMBER 29, 1993
PAGE TWO

None of the managers of this department receive either stand-by pay or overtime pay. They do receive time off compensations for overtime worked up to a maximum carry-over from one fiscal year to the next of 80 hours. Any comp. time over the 80 hours is lost. Many of the managers on call-out are already above the 80 hours and the only incentive remaining (other than their desire to do a good job) is the use of a city vehicle to get to the emergency. We should not penalize good employees who are able to make good decisions in emergency conditions after work hours by refusing them the use of a city vehicle. This is penny-wise and pound foolish. The benefits received by the City over the long haul by permitting this use of city vehicles will far outweigh the small costs involved for fuel and wear and tear on the vehicles.

Attached are some photographs of the type of vehicles and equipment used for emergency call-out.

Respectfully,



John E. Cribbs
Director of Public Works

cc: Supervisor Terence Hallinan
Supervisor Susan Leal
Supervisor Barbara Kaufman

DPW VEHICLESFOR EMERGENCY CALL-OUT PURPOSESDRIVEN OUTSIDE CITY LIMITS

TYPE	WHERE DRIVEN	RESPOND TO	FREQUENCY
Mini Van	Corte Madera	Street Spills	30-36 times annually
Pick-Up	Larkspur	Street Clean-ups	30 times annually
Pick-Up	Pacifica	Fallen Trees	25 times annually
Pick-Up	San Lorenzo	Sewer Breaks	15 times annually
Pick-Up	Pacifica	Equipment Break-downs	12-15 times annually
Pick-up	So. San Francisco	Sewer Breaks	15 times annually
Blazer	Oakland	Street & Sewer Calls	10 times annually
Pick-Up	San Bruno	Street Cave-ins	10-15 times annually
Pick-Up	Daly City	Street calls	12-15 times annually
Blazer	Pacifica	Street & Sewer Calls	10 times annually
Sedan	Pacifica	Accidents & Claims Related	25 times annually
Pick-Up	Pacifica	Plant Maintenance	12-15 times annually
Pick-Up	Daly City	Boarding up buildings	10 times annually
Van	Pacifica	Electrical problems	15 times annually
Pick-Up	Daly City	Building Equipment Break downs	6-10 times annually
Sedan	San Carlos	All building problems	12-20 times annually
Sedan	San Bruno	Treatment Plant Emergencies	6-12 times annually
Sedan	Pacifica	Treatment Plant Emergencies	6-12 times annually

DOCUMENT 111

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO FIRE DEPARTMENT

Joseph A. Medina, *Chief of Department*

James P. Olson, *Deputy Chief...Operations*

Howard L. Slater, *Deputy Chief...Administration*



250 GOLDEN GATE AVENUE

SAN FRANCISCO, CALIFORNIA, 94102

(415) 661-8000, EXTENSION 281

October 19, 1992

Mr. William Olinger
San Francisco Water Department
City Distribution Division
1990 Newcomb Avenue
San Francisco, CA 94124

Dear Mr. Olinger

It has come to my attention that San Francisco Water Department gatemen no longer have 24 hour immediate access to vehicles and equipment. Without the capability of such response, safety to both human life, and the property and tax base of the City and County of San Francisco will be jeopardized.

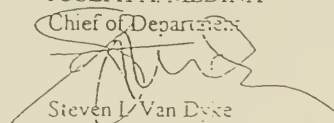
In the past, we have established a very good working relationship with the Operations of City Distribution Division with regard to supplying domestic water for fire combat. Your personnel have proven to be an invaluable resource at all greater alarms when increased water flow or pressure have been required. We have achieved this harmony through the availability of constant direct communication with the Incident Commander on the fireground.

I truly regret hearing of this grievous situation and hope this policy is only temporary.

If you have any questions, or there is any further discussion, please do not hesitate to contact me at 861-8000, ext 0252.

Very truly yours.

JOSEPH A. MEDINA
Chief of Department


Steven L. Van Dyke
Water Supply Superintendent

SEP 28 '93 05:38PM OES SAN FRANCISCO 415 431-7500
City and County of San Francisco

P.2/2
Mayor's Office of Emergency Services

Frank M. Jordan
Mayor

RADM. John W. Bitoff USN (Ret)
Director



September 29, 1993

Mr. John P. Mullane
General Manager
San Francisco Water Department
425 Mason Street
San Francisco, CA 94102

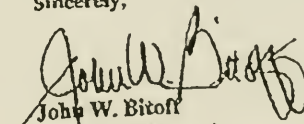
Dear Mr. Mullane:

I am in receipt of a copy of your September 27, 1993 letter to the Clerk of the Board regarding the emergency response aspects of the Water Department and the concomitant requirement for a small number of your employees to have immediate access to official vehicles.

I wholeheartedly support the Board's efforts to come to grips with the problems surrounding the use of official City vehicles. But I also support revamping the system from time to time, to not just "taketh away," but to "giveth" as well. In this light, and with the hope of enhancing emergency response across the spectrum of disciplines, I concur with your desire to exempt a very small number of Water Department gatemen from the strict constraints of the rules as they now exist.

The problem of City employees living outside the City and County limits is primarily a function of the cost of living in San Francisco. This fact of life is of great concern to me and we must do everything possible to ameliorate the situation by facilitating the quick return of those employees whose presence will make a difference in an emergency.

Sincerely,


John W. Bitoff
RADM, USN (Ret)

JWB:az

Memo to Government Efficiency and Labor Committee
October 20, 1993 Government Efficiency and Labor Committee Meeting

Item 6 - File 172-93-33

Note: This item was continued from the October 6, 1993 Government Efficiency and Labor Committee Meeting.

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the Municipal Railway to modify an existing contract with Morrison Knudsen Corporation.

Amount: \$2,270,000

Source of Funds: State Proposition 108 and 116 Rail Bond Funds
State Transit Capital Improvement funds

Description: The Board of Supervisors previously approved a resolution (94-91-7) authorizing the PUC to apply for, accept and expend State Transit Capital Improvement funds in the amount of \$14,680,946, with a local match in the same amount, for a total of \$29,361,892 for five Municipal Railway Projects. These funds included a contract with Morrison Knudsen Corporation to rehabilitate 14 Presidential Conference Cars (PCCs), at a cost of \$8,047,450, or approximately \$574,818 each. The contract with Morrison Knudsen Corporation included an option to rehabilitate up to seven additional vehicles. The PUC now has \$2,270,000 available to rehabilitate three additional PCCs. The proposed resolution would authorize the Municipal Railway to modify its contract with Morrison Knudsen Corporation to rehabilitate three PCCs. PCCs are historical trolley cars that are used for special occasions and are anticipated to be used regularly for the F-Market Street trolley line.

Comment: 1. The average cost of rehabilitating the three additional PCCs would be \$600,000 each, or \$25,182 more than the previous cost of approximately \$574,818 each, for a total cost of \$1,800,000. The proposed rehabilitation costs per PCC cost is higher than the prior rehabilitation work because two of the three PCCs to be rehabilitated are different from the original 14. One of the PCCs has a wider body, and a second is longer and is double-ended (that is, it can run in either direction without being turned around). The third PCC is the same as the original 14.

2. The proposed contract modification would also include \$470,000 for spare parts. These spare parts would include:

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- \$280,000 for parts known as "Type A" and "Type B" parts, including, but not limited to, spare wheels, axles, lamps, gear assemblies, cam switches, brake shoes, drive shafts, etc.
- \$140,000, or \$10,000 each, for new stepwells and motor generation parts for the 14 PCCs previously rehabilitated. These parts would be beyond the standard rehabilitation work previously performed on these PCCs.
- \$50,000 for special spare parts that would be used exclusively for the one longer, double-ended PCC.

2. The source of the \$2,270,000 to support this contract modification is State Transit Capital Improvement and Proposition 108 and 116 Rail Bond grant funds previously approved by the Board of Supervisors.

Recommendation: Approve the proposed resolution.

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Memo to Government Efficiency and Labor Committee
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Item 7 -File 25-93-28

Department: San Francisco International Airport

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that Shuttle Bus Services for San Francisco International Airport can continue to be practically performed by a private contractor for the second half of FY1993-94 at a lower cost than similar work performed by City employees.

Services to be Performed: Shuttle Bus Services

Description: Although the proposed resolution is concerned only with contractual services for one half of the fiscal year, the Controller's Office estimates costs and savings based on a full year. Therefore, the Controller has determined that contracting for Shuttle Bus Services for Fiscal Year 1993-94 for the San Francisco International Airport will result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>Low</u>	<u>High</u>
Salaries	\$1,540,067	\$1,775,453
Benefits	565,190	600,757
Operating Expenses	<u>218,440</u>	<u>218,440</u>
Total	\$2,323,697	\$2,594,650
<u>Contract Service Costs</u>	<u>2,030,367</u>	<u>2,030,367</u>
Estimated Savings	\$293,330	\$564,283

Comments: 1. Shuttle Bus Services for the San Francisco International Airport were first certified as required by Charter Section 8.300-1 in Fiscal Year 1984-85. These services have been provided by an outside contractor since 1975.

2. The Board of Supervisors previously approved a resolution (File 25-93-6) in June, 1993, concurring with the Controller's certification that Shuttle Bus Services could be practically performed by a private contractor at a lower cost than similar work by City employees for the first half of FY 1993-94. After this first Proposition J Certification, the Airport extended the contract that

Memo to Government Efficiency and Labor Committee
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will expire on December 31, 1993 for one year (the first of five, one-year extension options) through December 31, 1994.

3. The proposed resolution would concur with the Controller's certification that Shuttle Bus Services can be provided at a lower cost by a private contractor for the second half of FY1993-94. According to Mr. Dan Wong of the San Francisco Airport, this Proposition J certification requires separate approval by the Board of Supervisor's for the second half of FY1993-94 because cost documentation provided to the Controller's Office by the Airport for the purposes of the Proposition J certification for the first half of the fiscal year included cost data from the then existing contract that will expire on December 31, 1993, before the Airports Commission decided to extend the contract to December 31, 1994. Therefore, the Controller's Office could only certify Shuttle Bus Services for the first half of FY 1993-94 and a second Proposition J certification is required for the second half of FY 1993-94. The Contract Service Costs used for the purpose of this second Proposition J certification is the estimated contract cost for Fiscal Year 1993-94 based on the one-year contract extension through December 31, 1994.

4. The SFO Shuttle Bus company is not a MBE or WBE firm. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

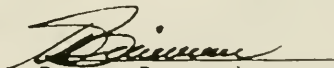
5. According to Mr. Wong, the SFO Shuttle Bus Company provides health care benefits to its employees.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

DEPARTMENT SFIA-OperationsFOR TIME PERIOD 1993-1994 (2nd Half)CONTRACT SERVICES SFO Shuttle Bus Service

- 1) Who performed services prior to contracting out?
With the construction of the Remote Parking Facility in 1975, shuttle bus service was initiated by contract. Prior to 1975, the area was utilized as a small lot for SFIA employee parking. An employee van service was provided by Airport Parking Management (APM).
- 2) Number of City employees laid off as a result of contracting out?
None (See #1)
- 3) Explain disposition of employees if they were not laid off.
N/A (See #1)
- 4) What percent of a City employee's time is spent on services to be contracted out?
N/A (See #1)
- 5) How long have the services been contracted out?
Since 1975
- 6) What was the first fiscal year for a Proposition J Certification?
1984-1985
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
Although this contract was not awarded to a MBE/WBE firm in 1983, it must adhere to the City's non-discrimination ordinance of Chapter 12B and 12C of the San Francisco Administrative Code.



Department Representative
Duke Briscoe, Deputy Director-Operations

Telephone: 876-2112

[Form Based Upon Previous Controller's Office Proposition J Questionnaire]

Item 8 - File 25-93-29

Department: Department of Social Services (DSS)

Item: Resolution concurring with the Controller's certification that Employment and Vocational Services for the Independent Living Skills Project can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Employment and Vocational Services would be provided to approximately 80 to 100 adolescents (ages 16-19) who are participants in the Independent Living Skills Project. These services include employment counseling, training to prepare for job application, and assistance in finding internship positions and other job opportunities.

Description: The Controller has determined that contracting for Employment and Vocational Services at the Department of Social Services in FY 1993-94 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$40,664	\$48,128
Fringe Benefits	<u>8,823</u>	<u>9,952</u>
Total	\$49,487	\$58,080
<u>Contracted Service Costs</u>	<u>46,300</u>	<u>46,300</u>
<u>Estimated Savings</u>	\$3,187	\$11,780

Comments: 1. According to the Department of Social Services, Employment and Vocational Services were first certified as required by Charter Section 8.300-1 in 1989 and have continued to be provided by an outside contractor since then.

2. Ms. Sherry Tennyson is the current contractor for Employment and Vocational Services. The initial nine-month contract with Ms. Tennyson expired on September 30, 1993 and has two one-year renewal options. DSS proposes to exercise the first one-year renewal option for a

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period retroactive from October 1, 1993 to September 30, 1994. The Contracted Service Cost used by the Controller's Office is the actual cost of the first one-year renewal option.

3. According to the Department, Ms. Tennyson is certified as a WBE and MBE firm.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

5. Ms. Tennyson is a sole proprietor and does not have any employees to provide with health care benefits.

Recommendation: Approve the proposed resolution.

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CHARTER 8.300-1 PROPOSITION J QUESTIONNAIRE

DEPARTMENT 45 Social Services For Time period 10/1/93 to 9/30/94
CONTRACT SERVICES Vocational and counseling Services, ILS Program

1. Who performed services prior to contracting out?

Service has been contracted out since program was established. It has never been performed by City and County employees.

2. Number of City employees laid off as result of contracting out?

None.

3. Explain disposition of employees if they were not laid off?

Not applicable. Employees had not performed service.

4. What percent of a City employee's time is spent on services to be contracted out.

None.

5. How long have the services been contracted out?

5 years.

6. What was the first fiscal year for a Proposition J certification?

1989-1990

7. How will contract services meet the goals of your MBE/WBE Action Plan.

It will conform with the plan. RFQ has been conducted.

David Rees
David Rees, Contract Manager
Department Representative

557-5585
Telephone Number

Item 9 - File 25-93-30

Department: Department of Social Services (DSS)

Item: Resolution concurring with the Controller's certification that Coordinator and Mentor Services for the Independent Living Skills Project can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Coordinator and Mentor Services include coordination of the services of four agencies providing Independent Living Skills services contracted through the Department of Social Services and mentor services to approximately 80-100 adolescents (ages 16-19) participating in the Independent Living Skills Project. These mentor services include the recruitment and training of adult volunteers to serve as mentors (counselors) to the adolescents and the recruitment and enrollment of the adolescents in various support services (i.e., tutorial and job training).

Description: The Controller has determined that contracting for Coordinator and Mentor Services at the Department of Social Services in FY 1993-94 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$43,278	\$51,287
Fringe Benefits	<u>9,218</u>	<u>10,428</u>
Total	\$52,496	\$61,715
<u>Contracted Service Costs</u>	<u>47,500</u>	<u>47,500</u>
<u>Estimated Savings</u>	\$4,996	\$14,215

Comments: 1. According to the Department of Social Services, Coordinator and Mentor Services were first certified as required by Charter Section 8.300-1 in 1989 and have continued to be provided by an outside contractor since then.

2. Ms. Kasey Brenner is the current contractor for Coordinator and Mentor Services. The initial nine-month

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contract with Ms. Brenner expired on September 30, 1993 and has two one-year renewal options. DSS proposes to exercise the first one-year renewal option for a period retroactive from October 1 1993 to September 30, 1994. The Contracted Service Cost used by the Controller's Office is the actual cost of the first one-year renewal option.

3. According to DSS, Ms. Brenner is not certified as a MBE or WBE firm.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

5. Ms. Brenner is a sole proprietor and does not have any employees to provide with health care benefits.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 PROPOSITION J QUESTIONNAIRE

DEPARTMENT 45 Social Services For Time period 10/1/93 to 9/30/94

CONTRACT SERVICES Coordination and Mentor Services, ILS Program

1. Who performed services prior to contracting out?

Service has been contracted out since program was established. It has never been performed by City and County employees.

2. Number of City employees laid off as result of contracting out?

None.

3. Explain disposition of employees if they were not laid off?

Not applicable. Employees had not performed service.

4. What percent of a City employee's time is spent on services to be contracted out.

None.

5. How long have the services been contracted out?

5 years.

6. What was the first fiscal year for a Proposition J certification?

1989-1990

7. How will contract services meet the goals of your MBE/WBE Action Plan.

It will conform with the plan. RFQ has been conducted.



David Rees, Contract Manager
Department Representative

557-5585
Telephone Number

Memo to Government Efficiency and Labor Committee
October 20, 1993 Government Efficiency and Labor Committee Meeting

Item 10 - File 97-93-33

Department: Board of Supervisors

Item: Ordinance amending Section 58.145 of the San Francisco Administrative Code to add the positions of Legislative Aide and Administrative Assistant, to Members of the Board of Supervisors, as designated positions with disclosure responsibilities under the Conflict of Interest Code of the City and County of San Francisco.

Description: Under Section 58.145 of the City's existing Administrative Code, the following positions are responsible for disclosure responsibilities under the City's Conflict of Interest Code:

Members of the Board of Supervisors
Clerk of the Board
Budget Analyst
Members of the Assessment Appeals Board
Management Information Specialist.

Under the proposed ordinance, the following two positions would be added to the above listing:

Legislative Aide to Members of the Board of Supervisors
Administrative Assistant to Members of the Board of Supervisors.

The proposed ordinance would add these two positions under Disclosure Category I. According to Section 58.7 of the City's Administrative Code, persons in Disclosure Category I must disclose all sources of income, interests in real property, investments and all business positions in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management.

Comments: According to Mr. John Taylor, the Clerk of the Board of Supervisors, the 1992-93 Grand Jury recently issued a report which recommended that the Board of Supervisors' Legislative Aides and Administrative Aides be included under the City's Conflict of Interest requirements.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 11 - File 97-93-50

- Department:** Department of Parking and Traffic (DPT)
- Item:** Ordinance amending the Administrative Code (Special Law Enforcement and Public Works Services) by adding Sections 10B.16 through 10B.19 thereto, providing for recovery of costs for additional parking enforcement and traffic control and related services rendered by the Department of Parking and Traffic.
- Description:** The proposed ordinance would amend the City's Administrative Code by adding Section 10B.16 through 10B.19 which would permit the Department of Parking and Traffic to charge a fee to any person, corporation, firm or other organization requesting the Department to provide additional parking enforcement and traffic control services. The proposed fee would cover the Department's costs including personnel, equipment and materials to provide the additional service. For example, if a corporation such as PG&E requests the DPT to provide traffic control services, such as traffic rerouting, pedestrian and traffic control, and safety monitoring, during a major construction project, this ordinance would permit DPT to charge PG&E for the costs to provide those services.
- Comments:**
1. Mr. Tim Johnson of the DPT advises that the Department currently provides additional traffic and parking control services when requested by a private organization, but has been unable to charge for those services because Chapter 10B of the Administrative Code currently authorizes only the Police Department and the Department of Public Works (DPW) to charge private organizations which request the additional traffic control services. On May 4, 1992, the Board of Supervisors approved an ordinance amending the Traffic Code to transfer a number of traffic control responsibilities, such as traffic rerouting and pedestrian and traffic control, from the Police Department and the DPW to the DPT, but the DPT has not been authorized to charge such private organizations for requested traffic control services. The proposed ordinance would permit the DPT to charge for traffic control services.
 2. In order to provide traffic and parking control services, DPT currently diverts Parking Control Officers from their normal parking enforcement routine. Under the proposed ordinance, DPT would provide the additional services by having existing personnel work overtime that would be fully reimbursed at the overtime rate by whomever requests the service. In this way, the City's Parking Control Officers are not diverted from their

normal parking control activities, such as issuing parking tickets.

3. In addition to recovering its costs, the DPT may generate additional parking ticket revenues because normal Parking Control Officer time, that had been spent on traffic and parking control activities requested by private organizations, would be spent on City-wide parking control activities.

4. Mr. Johnson also reports that, in addition to charging private organizations such as PG&E for requested traffic control and parking enforcement services, DPT would only charge sponsors of special events that have received a permit from the Recreation and Park Department, such as the A la Carte a la Park event, for requested traffic control and parking enforcement services. DPT would not charge sponsors of special events, such as street fairs, which do not have such a permit for requested traffic control and parking enforcement services.

5. The proposed ordinance would not establish a set fee for additional parking enforcement and traffic control services. Instead, a fee would be individually assessed for each request based on the Department's costs to provide the requested service including salary, fringe benefits, materials and overhead.

6. The proposed ordinance would provide that the proposed fee for traffic control and parking enforcement services include an administrative overhead charge.

7. The proposed ordinance would require that DPT be reimbursed for a minimum of four hours of service. The Administrative Code currently provides the Police Department and the DPW with reimbursement of a minimum of four hours of service for traffic and parking control activities. Because the DPT intends to have existing personnel work overtime for parking and traffic control activities requested by private organizations, Mr. Johnson advises that this four hour minimum would provide employees with an incentive to work the overtime. According to the City Attorney's Office, many private and public sector employers guarantee their employees a minimum of four hours of work when called to work outside of their regular shifts.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 12 - File 123-93-7

- Department:** Department of Public Works (DPW)
- Item:** Ordinance amending Article 5.3 of the San Francisco Public Works Code to (1) require permit applicants to post notice of intent to display merchandise on sidewalks contiguous to business establishments, (2) increase the fees for permits to display merchandise on sidewalks, (3) make such permits renewable on an annual basis, (4) authorize a public hearing when written objections are made, (5) authorize the Board of Permit Appeals to hear appeals of permit decisions of the Director of Public Works and for investigations of fees imposed for violation of this article and (6) authorize seizure of display stands maintained in violation of this Article.
- Description:** The proposed ordinance would amend Article 5.3, of the Public Works Code as follows:
1. To extend the Director of Public Works' authorization to issue revocable permits for the placement of display stands on sidewalks to include display stands for books, as well as fruits, vegetables, living plants and cut flowers.
 2. To stipulate that the Department of Public Works must provide an application form to permit applicants who want to display merchandise on sidewalks. The form would be a "Notice of Intent to Display Merchandise" on sidewalks to each applicant seeking a permit. Such Notice of Intent must be posted in a conspicuous location on the frontage of the applicant's business establishment for 10 calendar days. If written objections are received regarding the intent to display merchandise on sidewalks, the Director of Public Works or his designee must hold a hearing regarding the issuance of the permit no later than 21 days after the 10 calendar day display period for the Notice of Intent form has expired. At least 10 days prior to the hearing, a notice of said hearing must be mailed to the applicant. Such notice must be posted in a conspicuous location on the frontage of the applicant's business. Within 15 days of the completion of the hearing, the Director of Public Works must issue a written decision as to whether the permit shall be issued and what conditions, if any shall be imposed.
 3. To increase the amount of the money order or check which must accompany each application for a permit from \$50 to \$100. Additionally, a new permit fee, equal to \$4.80 for each linear foot of sidewalk to be occupied by display stands, must be collected from the applicant. This permit fee would be payable to the Department of Public Works at the time the permit is issued.

4. To provide that a permit issued for the display of merchandise on sidewalks shall remain valid until the time period established by the Director of Public Works, has expired, or until one year from the date the permit was issued, whichever occurs earlier.

5. To provide that fines, based on a fee schedule established by the Director of Public Works, may be imposed by the Department of Public Works (DPW) for the investigation of display stands on sidewalks that are being maintained without or in violation of a valid permit. Payment of such fees shall be made directly to the Department of Public Works. The person responsible for payment of the fee may appeal the amount of the investigation fee to the Board of Permit Appeals. The non-payment of such a fee or continued violations shall be grounds for the Director of Public Works to deny a permit for display stands on sidewalks to a potential applicant.

6. To provide that, any display stands that are placed on the public sidewalk without a valid permit may be seized and removed by the City if the owner, after being given 10 business days to apply for a valid permit, does not make a good faith effort to secure the required permit. Seized display stands from sidewalks may be recovered by the responsible owner for a period of at least 10 business days following the seizure. As a condition of recovering such display stands the owner must pay an impound fee equal to the actual cost to the City of transporting and storing the display stands.

Comment:

1. As of the writing of this report, the DPW was unable to provide an estimate of what it would cost the Department to provide the proposed Notice of Intent to Display Merchandise form.

2. Mr. Ben Gale, Director of Environmental Health Services of the DPH estimates that a minimum of 250 to a maximum of 400 produce stands exist Citywide. According to Mr. Gale, based on an average store front of approximately 25 linear feet, the annual revenue would be \$30,000 (250 x 25 linear ft. x \$4.80) to \$48,000 (400 x 25 linear ft. x \$4.80). Additionally, based on the increase in the application permit fee from \$50 to \$100, Mr. Gale estimates that an additional \$12,500 (\$50 x 250) to \$20,000 (\$50 x 400) would be generated, for a total amount generated of approximately \$42,500 to \$68,000 annually. Mr. Gale could not provide revenue estimates on books, living plants and flower stand displays because these types of display stands are not regulated by the Environmental Health Services Division.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 13 - File 125-93-1.1

Department: Department of Public Works (DPW)

Item: Ordinance amending Part II, Chapter XII of the San Francisco Municipal Code (Housing Code), by (1) amending Section 204 to establish citation authority for enforcement of the Housing Code and to provide that citations, except for those issued for violations of Sections 701(a), (b), and (c), shall not be issued until after the time period for compliance in the initial notice of violation has expired, and (2) providing that the Director of Public Works shall report to the Board of Supervisors six months from the effective date of this amendment as to the results of the implementation of such citation power.

Description: The proposed ordinance is an Amendment to the Whole of legislation previously heard by the Board of Supervisors (File 125-93-1). Under this legislation, Section 204 of the Housing Code would be amended as follows:

1. To extend "public officer" status to all employees of the Department of Public Works who are authorized by the DPW's Housing Inspection Division of the Bureau of Building Inspection to conduct on site inspections. Public Officers in the DPW are defined as any employee authorized by the Superintendent of Housing to enforce the Housing Code and to make arrests when a misdemeanor has been committed in their presence, pursuant to Section 836.5 of the California Penal Code. Such Public Officers would have the authority to make arrests without warrants whenever reasonable cause exists that a violation of the Housing Code has taken place in their presence, provided that no such arrest would be made until the time period for compliance stated in the initial notice of the violation has expired, except that arrests for violations of 701(a), (b) and (c) may be made at the time the violation was observed. Sections 701(a), (b) and (c) cover minimum heating requirements.

2. To provide that the Director of Public Works, in coordination with the Chief of Police, shall implement an enforcement training program for DPW employees authorized by this section to exercise arrest and citation authority.

3. To provide that any person violating any provision of this Code other than Sections 701(a), (b) or (c) shall be

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guilty of an infraction, the penalty for which shall be not less than \$250 (the current penalty is \$100) or more than \$500. Only violations of Sections 701(a), (b) or (c) may be charged as a misdemeanor. The penalty for these latter Sections is not less than \$500 or more than \$1,000 and/or imprisonment in the County jail for a period not to exceed six months and would not be changed by the proposed legislation.

4. To add a new provision which stipulates that upon failure of the owner or operator of a building to comply with the notice of violation, a citation, pursuant to Sections 36900 and 36901 of the State of California Government Code, may be issued. The new fines for such non-compliance shall be (1) not less than \$100 for the initial non-compliance, (2) not less than \$250 for the second non-compliance of the same section of the Code within one year of the issuance of the first notice of violation and (3) a maximum fine per building shall not exceed \$7,500.

5. To provide for a civil penalty for violation of the Housing Code of \$1,000 (the current penalty is \$500) for each day such violation is committed or permitted to continue. Currently, such civil penalty provisions are applicable only with respect to minimum heating requirements.

6. To provide that six months from the effective date of this proposed ordinance, the Director of Public Works shall provide the Board of Supervisors with information relating to the results of the implementation of Section 204 of the Housing Code.

7. To provide that each annual report of the Bureau of Building Inspection transmitted by the Director of Public Works to the Board of Supervisors must contain a statistical report detailing the number of citations issued during the preceding year, correlated with a general description of the types of violations for which they are issued.

8. Up to 25 percent of the monies collected pursuant to Section 204 of the Housing Code, other than monies mandated by State law to be appropriated for specific purposes, shall be deposited directly to the Bureau of Building Inspection Special Fund to partially offset the costs incurred by the Bureau in issuing citations pursuant to this Section.

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Comment: As noted above, the proposed ordinance represents an Amendment to the Whole of legislation previously heard by the Board of Supervisors. The Director of Public Works had previously stated that the original legislation would "add a three-tier re-inspection procedure to the extensive pre-existing code enforcement process and generate revenues which will go to the courts, and not be able to fund the additional resources necessary to implement this program." Mr. Vitaly Troyan of the DPW advises that, since the proposed legislation is not substantively different from the original legislation, the DPW's position regarding this proposed legislation is the same as its position regarding the original legislation. The comments of the Director of Public Works on the original legislation are attached (see Attachment). Mr. Troyan advises these comments reflect the DPW's current position on the proposed legislation.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Department of Public Works



Office of The Director

John E. Cribbs
Director

August 13, 1993

Proposed Amendment to Section 204
of the San Francisco Housing Code

THROUGH: Mr. Rudolf Nothenberg
Chief Administrative Officer

Board of Supervisors
City and County of San Francisco
Room 235, City Hall
San Francisco, CA 94102

Attention: Mr. John L. Taylor
Clerk of the Board

Dear Members of the Board:

Legislation pending before the Board of Supervisors (File 125-93-1) proposes to amend the San Francisco Housing Code to provide citation authority, on a discretionary basis, for violations of the entire Housing Code.

We have reviewed the citation process with the District Attorney and the City Attorney. As a result of our discussions, we do not believe that this legislation will improve the code enforcement process. Our reasons are as follows:

1. The proposed citation process is cumbersome and would duplicate existing processes. Currently, an inspector issues two notices to a property owner for code violations and then refers the violation to a Superintendent's hearing. Mailing of notices is allowed. If the property owner refuses to abate the violation, the matter is referred to a Director's hearing and then to the City Attorney for legal action. The Department is allowed to recover costs incurred during abatement.

Under the proposed legislation, the following additional steps would be required:

- Determine who the responsible person is

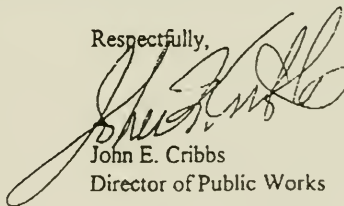
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To: SAJOY BROWN RICHARDSON	From: VIT TRAYAN	
Co. BUDGET ANALYST	Co.	
Dept. B. O. S.	Phone # 555-5800	
Fax # 252.0061	Fax # 555-7800	

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- Serve the citation on the responsible person personally.
 - Obtain identification from the person being cited.
 - Document who was cited through fingerprinting, photograph or other legal proof.
 - Prepare an incident report for the District Attorney.
 - Work with the District Attorney on pre-trial documentation and preparation.
 - Appear in court to testify.
2. The proposed citation process is not cost effective. The extra steps described above would cost more money than would be recovered in fines, especially since by State law, less than 25% of fines would be returned to the housing program.
3. The existing process already allow full cost recovery for abatement actions. In the last three months, the Department of Public Works has greatly increased its code enforcement efforts. The number of cases heard at Director's Hearings has increased from 59 in March, to 164 in July. Sixteen cases were referred to the City Attorney in July. The backlog of abatement actions is being reduced.

We believe that the criminal process, with its built in safeguards, is too cumbersome to be used for abatement of housing defects. If the citation process ever become as simple as writing a parking ticket, we would be pleased to revisit this issue.

Respectfully,



John E. Cribbs
Director of Public Works

Item 14 - File 174-93-10

Department: Public Works

Item: Resolution urging the Mayor to urge the Chief Administrative Officer (CAO) to direct the Director of Public Works to appoint a task force, consisting of both City employees and members of the public possessing technical expertise regarding code enforcement processes, to review the current Administrative Code enforcement process and to recommend a restructured process that is fair, efficient, and streamlined, within 90 days of the effective date of the proposed resolution.

Description: The following code enforcement description is keyed to the diagram shown in the Attachment to this report.

Chapter 2 of the City's Building Code, "Organization and Enforcement," specifies the process for enforcing the provisions of the City's building-related codes, which include the Building Code, the Electrical Code, the Plumbing Code, the Mechanical Code, and the Housing Code. In addition, various other City Codes, primary among which are the Planning and Fire Codes, may also be involved in particular enforcement proceedings. However, those various other Codes contain their own enforcement provisions.

Violations of the five building-related Codes enumerated above and administered by the Department of Public Works (DPW) through the Bureau of Building Inspection (BBI) are processed through administrative hearings. Initially Code Inspectors issue a Notice of Violation to a property owner, giving the owner a specified time period, normally 30 to 45 days, to correct the violation. If the violation is not corrected within the specified time period, the inspector issues a Notice to Show Cause, and schedules a Superintendent's (Superintendent of the BBI) Hearing. If the matter is not resolved at the Superintendent's Hearing, the case is transferred from the particular Code division of BBI, e.g., the Building Inspection Division or the Electrical Inspection Division, to BBI's Code Enforcement Division, which then schedules a Director's (Director of DPW) Hearing and so notifies the building owner by issuance of a Notice of Director's Hearing. The building owner is notified that all costs of enforcement will be charged to the owner. The Director's Hearing is scheduled within 30 days of the referral from the Division Code Inspector, but may be continued once for 30 days, for good cause. Also, the building owner may waive the Director's Hearing and proceed directly to a hearing by the Abatement Appeals Board.

The Director of Public Works issues a Notice of Decision within 30 days of the Director's Hearing. If building repairs are prescribed, such repairs must commence within 60 days of the decision notice, and must be completed within six months of commencement. A one-time, 90 day, extension may be granted, for good cause, for both the commencement and completion of the repair work. The owner may appeal the Director's decision to the Abatement Appeals Board within 10 days of the Notice of Decision, and the hearing will be set within 30 days of the appeal, which may be continued once for 60 days upon showing of good cause. The Abatement Appeals Board renders its findings and decision within 10 days of its decision. If the Board decides that building repairs are required, it issues an Order of Abatement to the building owner. Failure of the building owner to comply with that Order of Abatement results in the case being referred to the City Attorney.

Recently, the City added provisions for imposing charges to violators for the direct costs of code enforcement. The costs are assessed when a Director's Hearing is scheduled, and are retroactive to the first inspection leading to the administrative proceedings. If the charges are not paid, the City records a tax lien against the property. Further, the violations will not be deemed legally abated until all repairs are completed and the assessment for the charges is paid.

The proposed legislation, if enacted and implemented, would result in the CAO directing the Director of Public Works to appoint a Code Enforcement Reform Task Force, consisting of knowledgeable City employees and members of the public, for the purpose of reviewing the current code enforcement process and recommending a restructured and streamlined process that is fair and efficient, within 90 days of the effective date of this proposed legislation.

The proposed legislation finds that many of the health, safety, and welfare problems that are addressed through code enforcement, such as uninhabitable housing and the detrimental effects of vacant structures, persist because of the lengthy code enforcement process. Further, the proposed legislation states that the current enforcement system is weakened due to the limited administrative power to impose monetary penalties.

The proposed legislation would require that the Director of Public Works direct the Code Enforcement Reform Task Force to study alternatives to the existing code enforcement process that merges the existing two administrative hearings and that

imposes monetary penalties against recalcitrant property owners.

Comments:

1. According to the Director of Public Works, the existing code enforcement process is lengthy and cumbersome and can extend for months and years.

2. The Director of Public Works has stated that he supports the creation of a Code Enforcement Reform Task Force. However, with respect to a report being submitted by the Task Force within 90 days of the effective date of this proposed legislation, the Director has stated that 180 days would be more realistic of the time required to fully study the matter and issue a report.

3. The Director of Public Works has stated that the membership of the proposed Code Enforcement Reform Task Force has not been decided upon but that membership should include members of tenant representative groups, the Rent Arbitration Board, the Bureau of Building Inspection, the Planning Department, and the Fire Department.

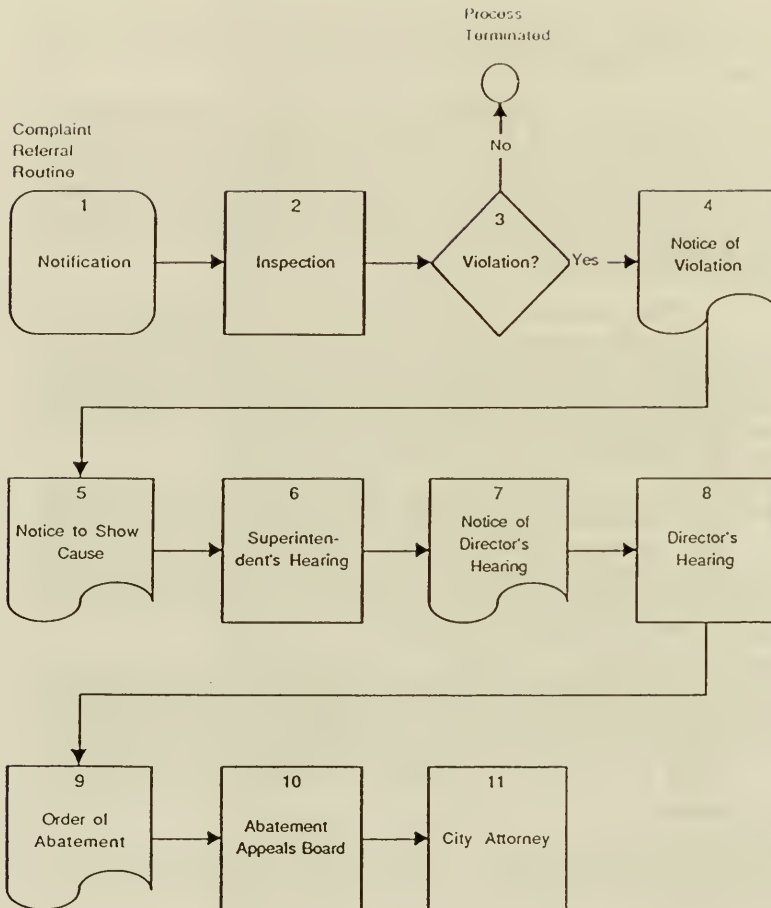
4. According to the Superintendent of the Bureau of Building Inspection, the Housing Code enforcement provisions of the Heat Ordinance are provisions that would be under the proposed review separate from the code enforcement provisions that would be under the proposed review and would not be affected by the proposed review.

5. As previously stated, the members of the Code Enforcement Reform Task Force would be appointed by the Director of Public Works. According to the Director, members would serve without compensation and the activities of the Task Force would be accomplished within the Department's existing budget.

Recommendation: 1. Approval of the proposed resolution is a policy matter for the Board of Supervisors.

2. If the Government Efficiency and Labor Committee decides to approve the proposed legislation, it may wish to amend the proposed legislation to provide for 180 days instead of 90 days for the Task Force to review the current code enforcement process and recommend a restructured process.

BBI Code Enforcement Process



Item 15 - File 146-93-56

Department: Department of Public Health (DPH)

Item: Resolution authorizing the acceptance and expenditure of State grant funds by the Department of Public Health for FY 1993-94.

Description: Under Section 11.1 of the Administrative Provisions of the FY 1993-94 Annual Appropriation Ordinance, as previously approved by the Board of Supervisors, 30 recurring grants included in DPH's 1993-94 budget have met the requirements of Section 10.170 of the San Francisco Administrative Code, which outlines the guidelines and regulations for the City's application and receipt of grant funds. Since these grant funds were included in the 1993-94 budget and since the Board of Supervisors authorized the budgetary expenditures for such grants, the DPH, in accordance with the newly amended Administrative Provisions of the Annual Appropriation Ordinance, is not required to submit separate resolutions to the Board of Supervisors seeking authorization to accept and expend each of these recurring grants. However, according to the DPH, State regulations require that acceptance and expenditure of any State grant by a local jurisdiction must be accompanied by a resolution of the local governing body. As such, the proposed resolution would authorize the DPH to accept and expend the 30 recurring grants, which are included in the DPH's 1993-94 budget and are identified in Schedule A of the proposed resolution (see Attachment).

Comments:

1. Of the 30 grants, 16 include indirect costs totaling \$454,003. A total of 10 grants provide funding in the total amount of \$5,699,872 for AIDS/HIV treatment, prevention, research, testing and other support services. This \$5,699,872 represents 43 percent of the overall \$13,166,451 amount for the 30 grants.
2. As indicated above, approval of this legislation would be consistent with the amendment to the Administrative Provisions of the Annual Appropriation Ordinance as previously approved by the Board of Supervisors.

Recommendation: Approve the proposed resolution.

SCHEDULE A

<u>No.</u>	<u>State Agency</u>	<u>State Contract No.</u>	<u>Grant Period</u>	<u>Grant Amount</u>	<u>Indirect Costs</u>	<u>Services Provided</u>
1	State Dept of Health Services	Non-contractual (funding through a Std Agmt began 1/1/90)	7/1/93-6/30/94	\$2,344,620 *	\$0	State AIDS Drug Program - AIDS drug program for low income residents of S.F.
2	State Dept. of Health Services	91-12510 (3 year contract)	7/1/93-6/30/94	\$489,056	\$4,140	Family planning and pregnancy testing, medical exams for low income residents
3	State Dept of Health Services	93-17769	7/1/93-6/30/94	\$12,708	\$635	Dental education services for pre- and elementary children - screening and followup
4	State Dept of Health Services	Non-contractual (State allocation letter, to be finalized in 9/93)	7/1/93-6/30/94	\$70,000 *	\$0	HIV Screening Prog - screening and diagnostic services to children at risk of HIV
5	State Dept of Health Services	93-17953 (E & P - 93-38)	7/1/93-6/30/94	\$790,000 *	\$30,420	State Educ & Prevention - coordinate & assure quality services & HIV/AIDS education to targeted populations
6	State Dept of Health Services	93-17953 (BG-93-38)	7/1/93-6/30/94	\$349,200 *	\$0	Local Asst. Block Grant - establish & expand active AIDS case surveillance to improve accurate/timely report of cases by public/private medical care providers
7	State Dept of Health Services	92-15310	10/1/93-9/30/94	\$1,384,872	\$97,766	WIC Program - provide nutrition services to women & infants
8	State Dept of Health Services	93-17953 (HIV-93-38)	7/1/93-6/30/94	\$763,980 *	\$33,280	Anonymous and confidential HIV testing services
9	State Dept of Health Services	239003 (awaiting finalized award letter)	10/1/93-9/30/94	\$100,000	\$0	CDC Basic (Refugee) - TB/communicable disease control, health education & counseling

<u>No.</u>	<u>State Agency</u>	<u>State Contract No.</u>	<u>Grant Period</u>	<u>Grant Amount</u>	<u>Indirect Costs</u>	<u>Services Provided</u>
10	State Dept of Health Services	93-17953 (RAS1-93-38 & RAS2-93-38)	7/1/93- 6/30/94	\$86,778 *	\$0	Housing and food in residential AIDS shelters to homeless persons
11	State Dept of Health Services	119005 (awaiting finalized award letter)	10/1/93- 9/30/94	\$300,000	\$0	Immigrant public health services and refugee preventive health service
12	State Dept of Health Services	34-90-SGF	7/1/93- 6/30/94	\$30,893	\$0	Tuberculosis Subvention - TB control & prevention
13	State Dept of Health Services	91-13496 (3 year contract)	7/1/93- 6/30/94	\$578,333	\$0	Breast & Cervical Cancer Control Project
14	State Dept of Health Services	93-17953 (93-EIP-38)	7/1/93- 6/30/94	\$286,595 *	\$0	State Primary Care/Early Intervention - prevent /delay progression of disease resulting from HIV infection
15	State Dept of Health Services	93-17665	7/1/93- 6/30/94	\$179,576	\$0	Immunization services to infants, preschool children & students
16	State Dept of Health Services	92-16104 (retroactive contract signed 3/3/93)	1/1/94- 12/31/94	\$844,125	\$68,424	Hepatitis B immunization services and demonstration projects
17	State Dept of Health Services	93-17538	7/1/93- 3/31/94	\$84,375	\$1,958	Black Infant Health Program - improve black infant health in S.F
18	State Dept of Health Services	Non-contractual (federal pass through money)	10/1/93- 9/30/94	\$29,445	\$2,945	314 Federal Preventive Health Funds - provides health education materials & travel/training costs
19	State Dept of Health Services	Non-contractual (state allocation letter dated 7/26/93)	7/1/93- 6/30/94	\$1,638,345	\$91,360	EPSDT-PHN/PCG - Child health and disability prevention services
20	State Dept of Health Services	93-17617	7/1/93- 6/30/94	\$485,393	\$32,810	Maternal Child Health - Block Grant - coord. & advocacy for for programs and services targeting women and children
21	State Dept of Health Services	93-17617	7/1/93- 6/30/94	\$220,037	\$8,492	Maternal Child Health - CPO comprehensive perinatal outreach services for women and children

<u>No.</u>	<u>State Agency</u>	<u>State Contract No.</u>	<u>Grant Period</u>	<u>Grant Amount</u>	<u>Indirect Costs</u>	<u>Services Provided</u>
22	State Dept of Health Services	93-17882	7/1/93-6/30/94	\$744,699*	\$0	Care Title II - comprehensive AIDS resources emergency disaster relief
23	State Dept of Health Services	119005 (award letter dated 9/22/92)	10/1/93-9/30/94	\$55,819	\$0	Immigrant Public Health Sreening
24	State Dept. of Mental Health	92-72243	7/1/93-6/30/94	\$30,584	\$0	To provide the school of a county's school district the staff, site equip. and procedures necessary for the primary inter-vention program for kids with mental disabilities
25	Department of Mental Health	Non-contractual (state allocation letter dated 9/14/92)	7/1/93 - 6/30/94	\$175,032	\$6,732	To provide services to indiv. who have severe mental illness & subs. abuse disorders & who are homeless or in imminent risk of becoming homeless
26	State Dept of Mental Health	92-72097	7/1/93-6/30/94	\$100,000 *	\$2,000	To provide adult day health care to persons with HIV/AIDS/ARC & mental illness
27	State Dept of Mental Health	92-72098	7/1/93-6/30/94	\$164,000 *	\$3,280	To provide residential care to indiv. dually diagnosed with AIDS/ARC dementia & mental illness
28	SAMSHA Block Grant	Non-contractual (state allocation letter dated 9/14/92)	7/1/93-6/30/94	\$283,000	\$14,150	To provide outpatient, 24-hour emergency care, day treatment or rehab services, consultation & education to indiv. who are seriously & persistently mentally ill.
29	State Dept of Rehabilitation	16109	7/1/93-6/30/94	\$94,986	\$0	To provide transitional work experience to MH clients as a part of continuum designed to compliment their existing voc. skills & assist with building new ones
30	State Dept of Water Resources	0-183-550-1	7/1/93-6/30/94	\$450,000	\$55,611	Provide local oversight of cleanup activities at leaking underground storage tank sites
Totals				\$13,166,451	\$453,003	

*Total of \$5,699,872 in AIDS/HIV grants.

Item 16 - File 189-93-3

1. The following item is a hearing to consider the recently issued preliminary report by the Planning Department on consolidating City Offices in the Civic Center.

2. In August, 1993, the Department of City Planning issued a "Civic Center Study: Government Office Space Facilities Plan Preliminary Report". This report states that the City and County of San Francisco uses over 2.2 million square feet of office space throughout the City, housing over 100 City agencies. The 2.2 million square feet are contained in (a) City-owned buildings providing 1.5 million sq. ft. of office space and (b) an additional 753,747 sq. ft. of leased office space in 31 buildings costing an annual rental of \$12.7 million. Of the 753,747 sq. ft. in leased space, the City leases over 500,000 sq. ft. of office space in 21 buildings within the Civic Center, paying nearly \$8.9 million of the total of \$12.7 million in annual rents.

3. According to the Planning Department report, reorganizing the space distribution of City agencies into functional clusters of City activities could save millions of dollars each year through (a) increased work efficiencies, (b) elimination of duplicative services and facilities, and (c) reduced rental costs. The Planning Department estimates that the savings achieved (through increased work efficiencies, elimination of duplicative services, and reduced rental costs) by locating functional clusters of City agencies into five new City-owned buildings could save the City \$302 million to \$329 million over a period of 30 years. Costs of developing the new buildings would include: land for each site; construction materials and labor; interest and finance charges to borrow money for construction; and tenant improvements for each agency to occupy each building.

4. In this report, the Planning Department recommends that five new buildings be constructed. Under the two primary scenarios, five buildings would be constructed as follows:

Building 1: A new government office building on the McAllister/Van Ness/Golden Gate and Polk Street block to house planning, building and permit processing clusters. This building would also house utilities and asset management clusters.

Scenario A-4 - Under this scenario, the new office building would also include the Sheriff's Office, with a civil courthouse to be built on the same block.

Scenario C-3 - Under this scenario, the new office building would also include the administrative headquarters of the Fire Department.

Building 2: A new public health building at or near San Francisco General Hospital to house a health services cluster comprised of 12 agencies now located in 7 buildings at an annual rent cost of over \$1 million (Scenarios A-4 and C-3 are the same for San Francisco General).

Building 3: A new public office building facing City Hall at Grove and Van Ness. This could house information services, personnel and cultural arts clusters of agencies now housed in 12 locations within the Civic Center (Scenario C-3).

Scenario A-4 - Under this scenario, the new office building would also include the administrative headquarters of the Fire Department.

Building 4: A new criminal justice building to be located next to the Hall of Justice to house eight criminal justice-related agencies located within the Hall of Justice and in nearby rented space. This would free up 150,000 sq. ft. of space within the Hall of Justice for much needed criminal courtrooms and detention facilities (Scenarios A-4 and C-3 are the same for the new criminal justice building).

Building 5: A new Social Services building next to the Department of Social Service's Otis Street headquarters. This would provide more efficient client seating, intake and interview areas, more efficient employee workspace and electronic record-keeping systems which, along with high speed elevators, would reduce employee travel time. Social Services agencies located in five different buildings and paying over \$3.4 million in annual rentals could be accommodated in such a new building (Scenarios A-4 and C-3 are the same for the new Social Services building).

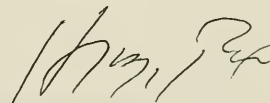
5. In addition, the Planning Department report recommends that an existing City-owned building within the Civic Center be used to house MUNI, Parking and Traffic, traffic courts, Traffic Engineering, the Residential Parking Permit program, the Transportation Authority and the Waterfront Transportation Commission. Facilities for parking control vehicles and their dispatch functions would be located within enforcement zones throughout the City to eliminate travel time from central storage/dispatch to their enforcement destination. Further consolidation of other agencies into existing City-owned buildings within the Civic Center area are recommended for legislative, general government administration, finance and civil legal services.

6. The Planning Department estimates the construction of the five buildings and consolidation of other City activities would cost approximately \$421 million to \$491 million, over a 30-year period. However, the Department estimates a total savings of \$750 million to \$793 million from increased work efficiencies, elimination of duplicative services and facilities, and reduced rental costs. As noted above, the Planning Department therefore estimates a total net savings of \$302 million to \$329 million over a period of 30 years from these recommendations. However, the Budget Analyst notes that the basis for the estimated savings are not only reduced rental costs but also projected work efficiencies and the elimination of duplicative services, which would likely require the elimination of various City employee positions.

Memo to Government Efficiency and Labor Committee
October 20, 1993 Government Efficiency and Labor Committee Meeting

7. According to Ms. Susana Montana of the Planning Department, the Planning Department is recommending the use of General Obligation Bonds to pay for the projected costs, which would require voter approval.

8. Copies of the August, 1993, "Civic Center Study: Government Office Space Facilities Plan Preliminary Report" have been transmitted to each member of the Board of Supervisors and are contained in the Clerk of the Board's file for review.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Theresa Lee
Ted Lakey

CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT

NOV 30 1993

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REGULAR MEETING

WEDNESDAY, NOVEMBER 3, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
 - (a) File 94-93-9. [Grant – State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$51,545,356 from Propositions 108 and 116 Bond funding for four San Francisco Municipal Railway Capital Projects and an equal amount of Regional and local matching funds. (Public Utilities Commission)
 - (b) File 146-92-46.10 [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in the amount of \$79,978, for contractual services (Polaris Research and Development), to develop and implement a planning and promotion project in the African American community on tobacco control efforts. (Public Health Department)
 - (c) File 146-92-46.11 [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in an amount totalling \$80,575, for two contractors (\$40,000, Bayview Hunters Point Foundation, to administer a portion of the Perinatal Tobacco Cessation Program, and \$40,000, California Association for Health Education, Employment and Dignity, Inc., to administer a portion of the Perinatal Tobacco Cessation Program. (Public Health Department)
 - (d) File 146-92-46.12 [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in an amount totalling \$147,575, for two contractors (\$92,650 Polaris Research and Development, to administer the Perinatal Incentive Program and \$54,925 Mission Neighborhood Health Center, to administer the Patient Assistance Program. (Public Health Department)
 - (e) File 146-93-57. [Grant – Federal through the State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply retroactively for a grant up to the amount of \$196,785, which includes indirect costs in the amount of \$3,935, based on two percent of the total award from the United States Department of Health and Human Services/Substance Abuse and Mental Health Services Administration for the development of a comprehensive placement/referral manual and evaluation of treatment services for homeless persons who require combined substance abuse and mental health services; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

REGULAR CALENDAR

2. File 25-93-25. [Contracting Out City Services] Resolution concurring with the Controller's certification that security services at Candlestick Park can be practically performed by private contractor for a lower cost than similar work services performed by City and County employees. (Recreation and Park Department) (Continued from 10/20/93)

ACTION:

3. File 123-93-7. [Sidewalk Display of Merchandise] Ordinance amending Article 5.3 of the San Francisco Public Works Code by deleting Section 183 such that there is no distinction in permit requirements between food and non-food merchandise; amending Section 183-2 to require permit applicants to post notice of intent to display merchandise on business premises; amending Section 183-4 to increase the fees for permits to display merchandise on sidewalks from \$50 to \$100, to establish a new fee of a minimum of \$4.80 per square foot of sidewalk occupied by a display stand, to make such permits renewable on an annual basis, and to authorize a public hearing when written objections are made; amending Section 183-6 to authorize investigation fees for violation of this Article; amending Section 183-7 to authorize the Board of Permit Appeals to hear appeals of permit decisions of the Director of Public Works; and adding Section 183-8 to authorize seizure of display stands maintained in violation of this Article. (Supervisor Kaufman) (Continued from 10/20/92)

ACTION:

4. File 47-93-9. [Performing Arts Garage] Ordinance approving form of Performing Arts Garage management agreement and bidding documents and authorizing Director of Property to request bids for management of Performing Arts Garage using those documents. (Department of Parking and Traffic)

ACTION:

5. File 25-93-31. [Prop J Contract] Resolution finding that it is economical for the Public Utilities Commission to contract for paratransit services in accordance with Charter Section 8.300-1. (Public Utilities Commission)

ACTION:

6. File 25-93-32. [Contracting Out City Services] Resolution concurring with the Controller's certification that janitorial services at the Ferry Building and surrounding areas, the Agricultural Building, the Cruise Ship Terminal and at various Port piers can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Port)

ACTION:

7. File 38-93-12. [Acceptance of Gift] Resolution accepting one gift valued at \$200,000, from the estate of John C. Gilliland, for use by the Recreation and Park Department to be used for the Strybing Arboretum and Botanical Gardens. (Recreation and Park Department)

ACTION:

- 15.
8. File 47-93-10. [Parking Rate Change] Resolution establishing a policy on free parking in City garages. (Department of Parking and Traffic)

ACTION:

9. File 65-93-8. [Market Heights Negative Declaration] Resolution adopting Final Negative Declaration, finding and determining that the proposed construction of 46 dwelling units at Putnam Street and Thomkins Avenue, "Market Heights Development" ("The Project"), will have no significant impact on the environment and adopting and incorporating findings of the Final Negative Declaration. (Supervisor Shelley)

ACTION:

10. File 65-93-8.1. [Ground Lease] Ordinance authorizing and approving execution of a ground lease of real property with Boomerang Housing Corporation, for a portion of Assessor's Blocks 5731, 5732, 5733 and 5734 and a portion of Bronte Street, Bradford Street and Ogden Avenue, adjacent to property commonly known as the "Farmers Market". (Supervisor Shelley)

ACTION:

11. File 164-93-2. [Street Vacation] Resolution declaring intention of the Board of Supervisors to vacate a portion of Bronte Street, Bradford Street and Ogden Avenue, adjacent to the property commonly known as the "Farmer's Market" (Market Heights Development Project); setting the hearing date for all persons interested in the proposed vacation. (Supervisor Shelley)

ACTION:

12. File 164-93-2.1. [Street Vacation] Ordinance ordering vacation of a portion of Bronte Street, Bradford Street and Ogden Avenue (Market Heights Development Project) and adopting findings pursuant to City Planning Code Section 101.1. (Supervisor Shelley)

ACTION:

13. File 170-93-9. [Mortgage Revenue Bonds] Resolution authorizing the Director of the Mayor's Office of Housing to submit an application and related documents to the California Debt Limit Allocation Committee to permit the issuance of qualified mortgage bonds in an amount not to exceed \$17,500,000; authorizing the Mayor's Office of Housing to direct Bank of American National Trust and Savings Association, Acting Trustee under an existing trust agreement, to hold and deposit in trust an amount not to exceed \$175,000; authorizing the Director to certify that the City has on deposit the required amount; authorizing the Mayor's Office of Housing to pay an amount equal to the deposit to the State of California if the city fails to issue the qualified mortgage bonds; and authorizing and directing the execution of any documents necessary to implement this resolution; ratifying and approving any action heretofore taken in connection with the application. (Supervisor Shelley)

ACTION:

14. File 89-93-9. [State Disability Insurance] Resolution authorizing enrollment of Classification 1121 Deputy Director of Animal Care and Control in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

15. File 93-93-14. [MOU – Agreement to Extend] Resolution ratifying addendum to Memorandum of Understanding with the San Francisco Firefighters Union, Local 798; companion measure to File 93-93-14.1. (Employee Relations Division)

ACTION:

16. File 93-93-14.1. [Addendum to MOU – Firefighters] Ordinance implementing an amendment to the provisions of the agreement between San Francisco Firefighters Union, Local 798 and the City and County of San Francisco pursuant to Charter Section 8.590 et seq., effective July 1, 1993; companion measure to File 93-93-14. (Employee Relations Division)

ACTION:

17. File 100-93-13. [Grant Funding] Resolution authorizing the acceptance and expenditure of Federal and State grant funds by various departments of the City and County of San Francisco including the Mayor and District Attorney for 1993/94. (Mayor)

ACTION:

18. File 172-93-40. [Indemnification of PG & E] Resolution authorizing the Purchaser to enter into an agreement with Pacific Gas and Electric Company for refueling City vehicles with compressed natural gas, whereby the City will hold PG&E harmless from damages resulting from the performance of said agreement. (Purchasing Department)

ACTION:

19. File 172-93-41. [Hold Harmless Agreement] Resolution authorizing the Public Utilities Commission to enter into an agreement with Stoner Associates, Inc., for use of the Stoner Workstation Services (SWS) that includes indemnification provisions. (Public Utilities Commission)

ACTION:

20. File 93-93-10. Hearing to consider report by Employee Relations Director on the status of the Memorandum of Understanding with physicians and dentists for fiscal year 1993-94. (Supervisor Leal)

ACTION:

CLOSED SESSION

21. File 45-93-75. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Angel and Amber Webb against the City and County of San Francisco by payment of \$16,500. (City Attorney)
(Continued from 10/20/93)

ACTION:

22. File 45-93-74. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Esperanza Martinez against the City and County of San Francisco by payment of \$75,000. (City Attorney)

ACTION:

23. File 45-93-76. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Mary Stubbs against the City and County of San Francisco by payment of \$28,000. (City Attorney)

ACTION:

24. File 45-93-77. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Yolanda Cazessus against the City and County of San Francisco by payment of \$8,000. (City Attorney)

ACTION:

25. File 46-93-15. [Settlement of Lawsuit] Ordinance authorizing settlement of Paul Attard, et al., v. Flyer Corporation, et al., upon receipt of the sum of \$1,000 and compromise and release of lien. (City Attorney)

ACTION:

26. File 48-93-25. [Settlement of Unlitigated Claim] Resolution authorizing settlement of unlitigated claim of Nina Edgel the sum of \$6,500. (City Attorney)

ACTION:

27. File 48-93-26. [Settlement of Unlitigated Claim] Resolution authorizing settlement of unlitigated claim of Jean Pierre Quintos the sum of \$6,106.51. (City Attorney)

ACTION:

VERNMENT EFFICIENCY & LABOR COMMITTEE
ARD OF SUPERVISORS
OM 235, CITY HALL
N FRANCISCO, CA. 94102

Public Hearing Notice

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

November 1, 1993

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: November 3, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-93-9

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$51,545,356 from State Propositions 108 and 116 Rail Bond funding, and an equal amount of Regional and local matching funds, for four San Francisco Municipal Railway Capital Projects.

Grant Amount: \$51,545,356

Source of Funds: State Propositions 108 and 116 Rail Bond Funds - made available through the California Transportation Commission

Projects:

1. Light Rail Vehicle Purchase
2. F-Market/Embarcadero Streetcar Line and Presidential Cable Car (PCC) Streetcars
3. Electric Trolley Bus Purchase
4. MUNI Metro Subway Signal System

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Memo to Government Efficiency and Labor Committee
November 3, 1993 Government Efficiency and Labor Committee Meeting

- Description:** The proposed grant funds would be used to support the four above noted projects. The PUC reports that these projects are included in the MUNI Short Range Transit Plan and the San Francisco Congestion Management Plan.
- Required Match:** \$51,545,356 (Transportation Sales Tax Revenues from the San Francisco Transportation Authority and Metropolitan Transportation Commission Funds)
- Indirect Costs:** None. The State grantor does not permit these grant funds to be used for indirect costs.
- Comment:** The PUC has requested that this item be continued to the Government Efficiency and Labor Committee meeting to be held on November 17, 1993 in order to allow the Department additional time to provide descriptions of the projects and the budget details for the projects.
- Recommendation:** Continue the proposed resolution, as requested by the PUC.

Items 1b, 1c and 1d - Files 146-92-46.10, 146-92-46.11 and 146-92-46.12

Department: Department of Public Health (DPH),
Community Public Health

Items: Total request for release of reserve funds of \$307,553,
including:

(a) Request for release of reserved funds in the amount of \$79,978 for contract services to develop and implement a planning and promotion project in the African American community (File 146-92-46.10).

(b) Request for release of reserved funds in the amount of \$80,000 for contract services to administer the Perinatal Tobacco Cessation Program (File 146-92-46.11).

(c) Request for release of reserved funds in the amount of \$147,575 for contract services to administer the Perinatal Incentive Program and the Patient Assistance Program. (File 146-92-46.12).

Source of Funds: State Department of Health Services Tobacco Tax (AB 99) monies administered by the Tobacco Control Section and the Maternal and Child Division (Perinatal Outreach Activities).

Description: The Board of Supervisors previously approved legislation authorizing the DPH to accept and expend a State grant allocation in the amount of \$2,127,666, for the Tobacco Control Plan, for the two and one-half year period from January 1, 1992 through June 30, 1994 (File 146-92-46). At the same time, the Board also approved legislation authorizing the adoption of the 1992-94 Comprehensive Tobacco Control Plan and Budget and the Perinatal Outreach Plan and Budget (File 146-92-45). Of the \$2,127,666 authorized, an amount of \$863,831 was placed on reserve pending the identification of contractors, the determination of the MBE/WBE status of the contractors and the finalized contract cost details.

Subsequently, the Board of Supervisors approved legislation a) authorizing DPH to accept and expend an augmentation allocation of \$1,129,305 (File 146-92-46.2) and b) adopting the augmented 1992-94 Comprehensive Tobacco Control Plan and Budget and the Perinatal Outreach Plan and Budget (File 146-92-45.1). Of the \$1,129,305 authorized, an amount of \$562,327 was placed on reserve pending the identification of contractors, the determination of the MBE/WBE status of the contractors and the finalized contract cost details. Thus,

of the total \$3,256,971 grant allocation (\$2,127,666 plus \$1,129,305), an amount of \$1,426,158 (\$863,831 plus \$562,327) was placed on reserve pending the identification of the contractors, the determination of the MBE/WBE status of the contractors, and finalized contract cost details.

Through a Request for Proposal (RFP) process, the DPH has selected five contractors to provide the following contractual services from the date of release of reserved funds to June 30, 1994: a) Polaris Research and Development (\$79,978) to develop and implement a planning and promotion project in the African-American Community. It is anticipated that the project will have direct or indirect contact with a minimum of 10,000 African-Americans adults and children during the contract term (File 146-92-46.10). b) Bayview Hunter's Point Foundation (\$40,000) and the California Association for Health Education, Employment, and Dignity Inc. (\$40,000) to administer the Perinatal Tobacco Cessation Program. These two contractors will establish a system of tobacco cessation support for African-American adolescents at risk for pregnancy and women of various ethnic groups who are substance abusers, in recovery, or otherwise at risk (File 146-92-46.11). c) Polaris Research and Development (\$92,650) to administer the Perinatal Incentive Program. Polaris will establish an incentive program for pregnant low-income women, to motivate them to enter perinatal care early and stay in care throughout their pregnancy (File 146-92-46.12). d) Mission Neighborhood Health Center (\$54,925) to administer the Patient Assistance Program. The Program will: 1) Outreach to 500 low-income pregnant women in the Mission District, 2) Establish a Patient Assistance Center for 200 Medi-Cal eligible pregnant women and 3) Provide support groups and educational services to 100 perinatal women (File 146-92-46.12). The budget details of the five contracts are outlined below:

Polaris Research and Development- African American Community Project

<u>Salaries and Benefits</u>	<u>FTE</u>	
Project Director	.08	\$3,600
Deputy Project Director	.69	20,308
Creative Director	.03	1,440
Logistical & Survey Coordinator	.20	<u>3,360</u>
Total Salaries	1.00	\$28,708
Fringe Benefits		<u>9,933</u>
Total Salaries and Benefits		\$38,641

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
November 3, 1993 Government Efficiency and Labor Committee Meeting

Operating Expenses

Media Production:

Print Ads (8)	\$2,000
Scratchers (26,345 Informational Handouts)	5,269
Design of Promotional Materials	1,000
Incentives for participants (400) at \$5 each	2,000
Office Rent	7,200
Utilities (Telephone & Fax)	1,200
Office Supplies	400
Postage/Messenger	120
Office maintenance	400
Printing & Reproduction	192
Insurance	600
Travel (mileage at .22/mile)	240
Equipment Maintenance	400
SF Payroll/Gross Receipts Tax	561
Telephone Interviewers (40 at \$72/day)	2,880
Data Entry and Sampling (20 days at \$150 day)	<u>3,000</u>

Total Operating Expenses \$27,462

Indirect Costs (17% of Total Budget) 13,875

Total Budget \$79,978

Bayview Hunter's Point Foundation- Perinatal Tobacco Cessation Program

<u>Salaries & Benefits</u>	<u>FTE</u>	
Program Director	.25	\$9,000
Health Educator	.25	7,504
Outreach Worker	.20	<u>3,031</u>
Total Salaries	.70	\$19,535

Fringe Benefits 4,493

Total Salaries and Benefits \$24,028

Operating Expense

Rental of Property	\$1,200
Utilities (elec, water, phone)	400
Office Supplies, Postage	386
Printing & Reproduction	400
Insurance	1,000
Staff Training	500
Staff Travel (local/out of town)	300
Client Incentives (150 at \$50 each)	<u>7,500</u>
Total Operating Costs	\$11,686

BOARD OF SUPERVISORS
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Indirect Costs (11% of Total Budget) 4,286

Total Budget \$40,000

**California Association for Health Education, Employment
and Dignity, Inc- Perinatal Tobacco Cessation Program**

<u>Salaries & Benefits</u>	<u>FTE</u>	
Program Coordinator	.25	\$4,941
Outreach Worker	1.00	11,008
Social Worker	.40	7,706
Agency Admin. Asst.	.10	<u>1,852</u>
Total Salaries	1.75	\$25,507

Fringe Benefits 4,438

Total Salaries & Benefits 29,945

<u>Operating Expenses</u>	
Client Incentives (app. 139 at \$50 each)	\$6,935
Office Supplies, Postage	480
Insurance	200
Staff Travel	200
Meetings Supplies	1,040
Accountant	<u>1,200</u>

Total Operating Expense \$10,055

Total Budget \$40,000

**Polaris Research and Development- Perinatal Incentive
Program**

<u>Salaries & Benefits</u>	<u>FTE</u>	
Project Director	.38	\$15,225
Marketing Ass't	.18	2,750
Data Base Design	.24	4,063
Administration	.07	2,900
Bookkeeper	.07	<u>1,812</u>
Total Salaries	.94	\$26,750

Fringe Benefits 9,256

Total Salaries and Benefits \$36,006

Memo to Government Efficiency and Labor Committee
November 3, 1993 Government Efficiency and Labor Committee Meeting

Operating Expenses

Rental of Property	\$2,960
Utilities (Elec, Water, Gas, Phone, Scavenger)	240
Office Supplies, Postage	448
Building Maintenance Supplies & Repair	160
Printing & Reproduction	3,610
Insurance	225
Staff Training	200
Translators	5,000
Focus Group Facilitators	2,500
Technical Consultants	4,500
Incentives (900 at \$50 each)	45,000
Honoraria (Focus Groups)	800
Outside Accounting	200
Audit	400
S.F. Payroll Gross Receipts Tax	<u>401</u>
Total Operating Expense	<u>\$66,644</u>
Total Budget	\$102,650
Amount of total budget funded from other sources (See Comment #1)	<u>(10,000)</u>
Amount requested for release	\$92,650

Mission Neighborhood Health Center- Patient Assistance Program

<u>Salaries & Benefits</u>	<u>FTE</u>	
Project Coordinator	1.0	\$18,914
Medi-Cal Eligibility Specialist	1.0	13,867
Medi-Cal Eligibility Specialist	.38	5,200
Medi-Cal Eligibility Specialist	.88	12,203
Project Clerk	.75	8,778
Patient Services Director	.20	5,333
Clinic Programs Coordinator	<u>.05</u>	<u>1,332</u>
Total Salaries	4.26	65,627
Fringe Benefits	(26%)	<u>17,063</u>
Total Salaries & Benefits		\$82,690

Operating Expense

Utilities (Elec. Water, Gas, Phone, Scavenger)	\$2,868
Office Supplies, Postage	1,340
Building Maintenance Supplies & Repair	1,163
Printing and Reproduction	1,150

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Memo to Government Efficiency and Labor Committee
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Insurance	\$323
Staff Training	600
Staff Travel-(Local & Out of Town)	418
Rental of Equipment	1,280
Bus Tokens for clients	2,196
Staff Recruitment fees	480
Office Support (Equipment and storage unit)	4,440
Educational Material	900
Client Recruitment expenses	476
Taxi voucher	480
Pager rental	<u>480</u>
 Total Operating Expenses	 \$18,594
 Indirect Costs (7% of Total Budget)	 <u>\$7,716</u>
 Total Budget	 \$109,000
 Amount of total budget funded from other sources (See Comment #1)	 <u>(54,075)</u>
 Amount requested for release	 \$54,925

Comments:

1. According to Ms. Florence Stroud, Acting Director of the DPH, additional funding to pay the balance of the contract with Polaris Research and Development (\$10,000 of \$102,250) and Mission Neighborhood Health Center (\$54,075 of \$109,000) is available through another State Maternal Child Health grant (File 146-92-37).

2. According to Ms. Judy Matranga of DPH, the client incentives mentioned in the above listed contract budgets are monies used to motivate targeted individuals to enroll in and stay enrolled in the subject programs. According to Ms. Matranga, the State regulates the use of incentives and limits the amount that can be spent on one participant to \$50, prohibiting direct cash payments. Ms. Matranga advises that the use of incentives could range from one gift valued at \$5, to one valued at \$50, or a series of 5, \$10 gifts. The type and value of incentives used will be related to the purpose of the program and can be changed based on effectiveness. For example, in the Perinatal Incentive program, a gift of a baby stroller, to be given to a participant upon completion of the program, is a possible use of the incentive monies to keep participants enrolled in the program.

3. According to DPH, Polaris Research and Development is an MBE certified contractor. The California Association for Health Education, Employment, and Dignity, Inc., the Mission

Memo to Government Efficiency and Labor Committee
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Neighborhood Health Center and Bayview Hunter's Point Foundation are nonprofit organizations.

Recommendation: Approve the release of reserved funds in the amount of \$307,553, as follows:

Polaris Research and Development (File 146-92-46.10)	\$79,978
Bayview Hunter's Point Foundation (File 146-92-46.11)	40,000
California Association for Health Education, Employment, and Dignity, Inc. (File 146-92-46.11)	40,000
Polaris Research and Development (File 146-92-46.12)	92,650
Mission Neighborhood Health Center (File 146-92-46.12)	<u>54,925</u>
Total	\$307,553

Item 1e - Files 146-93-57

Department: Department of Public Health (DPH),
Mental Health and Substance Abuse Services

Items: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply retroactively for a grant up to the amount of \$196,785, which includes indirect costs in the amount of \$3,935 based on two percent of the total award, from the United States Department of Health and Human Services/Substance Abuse and Mental Health Services Administration for the development of a comprehensive placement/referral manual and evaluation of treatment services for homeless persons who require combined substance abuse and mental health services; providing for ratification of action previously taken.

Grant Amount: Up to \$196,785

Application Deadline: September, 1993

Source of Funds: United States Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Project: Development of a Comprehensive Placement/Referral Manual and Evaluation of Treatment Services for Homeless Persons

Description: The proposed grant would fund a demonstration program to document and evaluate services for screening, assessment, and treatment of homeless persons who are mentally ill and are substance abusers. The demonstration program would include compilation and distribution of a manual to mental health providers City-wide. The manual would be used to ensure that the target population is referred to the appropriate mental health and drug rehabilitation providers. The program would also include the development of tools to monitor the effectiveness of all treatment strategies. The goal of the demonstration program would be to improve services to the target population by developing treatment manuals and evaluating documented treatments.

Project Budget: To be provided at such time as the Department requests authorization to accept and expend the proposed grant.

Required Match: None

Indirect Costs: \$3,935, based on two percent of the total grant

Comments:

1. A Summary of Grant Request Form, as completed by the Department, is attached.
2. A Project Budget will be provided at such time as the Department requests authorization to accept and expend the proposed grant.
3. The proposed grant would include indirect costs of up to \$3,935, based on two percent of the total grant.
4. A Disability Access Checklist has been completed by the Department, and is in the file.
5. The application deadline for the proposed grant was September, 1993. Since the DPH previously submitted an application for the proposed grant in order to meet this deadline, the proposed resolution would ratify action previously taken. According to the DPH, the reason the Department did not obtain authorization from the Board of Supervisors prior to submitting an application is that the availability of this grant was announced shortly before the grant application deadline.

Recommendation: Approve the proposed resolution.

No. _____

Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor: U.S. Dept. of Health & Human Svcs
 Substance Abuse & Mental Health Svcs Admin
 Contact Person: Frances L. Randolph et al.
 Address: 5600 Fishers Lane, Room 11C-05
 Rockville, MD 20857

Mental Health and
 Division: Substance Abuse Services
 Section: Community Substance Abuse Services
 Contact Person: Wayne Clark, Ph.D.
 Telephone: 255-3500
 Application Deadline: 8/23/93
 Notification Expected: Sept. 1993
 Finance Committee: _____
 Full Board: _____

Amount Requested: \$196,785
 Term: From 10/1/93 To 9/30/94
 Health Commission _____ Board of Supervisors: _____

I. Item Description: Request to apply for a new allocation grant in the amount of \$196,785 from the period of October 1, 1993 to September 30, 1994 to develop a manual and evaluation plan for the City's integrated system of substance abuse and mental health services for the homeless.

II. Summary: (Context/history, need addressed; number + groups served; services and providers)

The USDHHS/Substance Abuse and Mental Health Services Administration (SAMHSA) through a cooperative effort between its Center for Mental Health Services (CMHS) and Center for Substance Abuse Treatment (CSAT) has issued a Request-for-Applications (RFA #93-08) to interested agencies (Continued on Page 1b Attached.)

III. Outcomes/Objectives:

The major outcome of this grant will be the development, production and distribution of manual to effectively place homeless persons within San Francisco's integrated treatment system for combined substance abuse and mental health treatment, and evaluation tools to effectively evaluate services.

IV. Effects of Reduction or Termination of These Funds:

Not applicable; this is the application phase for this grant only. Funds have not been awarded.

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/ Original	Col. C Proposed	Col. D Change	Req. Match	Approved by
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Grant Amount	N/A	N/A	196,785	N/A	N/A	N/A
Personnel			0			
Equipment			0			
*Contract Svc.			192,850			
Mat. & Supp.			0			
Facilities/Space			0			
Other/Admin.			3,935			
Indirect Costs			0			

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC	0	
P/T CSC	0	
Contractual	1.5*	

*In addition to these 1.5 FTE for admin./project coord., an undetermined number of specialists will be temporarily hired by the contractor to develop the manual and evaluation tools.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Not applicable.

Will grant funded employees be retained after this grant terminates? If so, how?

No; contract employees will be hired only for the duration of this grant and duly notified thereof.

*VIII. Contractual Services: Open Bid _____ Sole Source ** _____ (if sole source, attach Request for Exemption Form)

**A sole source request will be processed with the request to accept and expend, should funds be awarded.

Memo to Government Efficiency and Labor Committee
November 3, 1993 Government Efficiency and Labor Committee Meeting

Item 2 - File 25-93-25

Note: This item was continued from the October 20, 1993 Government Efficiency and Labor Committee meeting.

Department: Recreation and Park Department

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be performed by a private contractor for a lower cost than similar work performed by City and County employees.

Services to be Performed: Security Services at Candlestick Park

Description: The Controller has determined that contracting for security services for Fiscal Year 1993-94 at Candlestick Park would result in estimated savings as follows:

	Lowest Salary	Highest Salary
<u>City Operated Service Costs</u>	<u>Step</u>	<u>Step</u>
Personnel Services	\$594,501	\$703,519
Fringe Benefits	<u>136,444</u>	<u>152,916</u>
Total	\$730,945	\$856,435
<u>Contracted Service Cost</u>	<u>300,000</u>	<u>300,000</u>
<u>Estimated Savings</u>	\$430,945	\$556,435

Comments: 1. Currently, five City employees (four Park Patrol Officers and one Head Park Patrol Officer) provide security services at Candlestick Park. Fiscal Year 1993-94 would be the first year a private contractor would provide security guard services at Candlestick Park.

2. The Recreation and Park budget for 1993-94 provides for four Park Patrol Officer positions through August 31, 1993 and funds for contractual security services beginning September 1, 1993. The four Park Patrol Officer positions were deleted effective August 31, 1993. However, until the contractor is finally selected the four Park Patrol Officer positions are being paid from temporary salary monies in the 1993-94 budget.

3. The Contracted Service Cost for the purpose of this analysis is based on the same hourly rate (\$10.00) charged in an

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existing security contract which the Recreation and Park Department has in place at the Zoo.

4. The Recreation and Park Department advises that the Purchasing Department, recently received four bids for the security services at Candlestick Park. Based on this competitive bid, the lowest bidder was Burns Security, at slightly less than \$10 per hour. Burns Security is a LBE, but is neither an MBE or WBE.

5. According to Mr. Phil Arnold of the Recreation and Park Department, security services at Candlestick Park, particularly on non-game days is inadequate. Mr. Arnold reports that by contracting out these security services, the Department expects to obtain increased security coverage. Mr. Arnold explains that currently the City is spending approximately \$200,000 to provide approximately 10,000 hours of security coverage (\$20 per hour), whereas by contracting out these services for \$300,000, the City could provide (at \$10 an hour) 30,000 hours of security coverage. In anticipation of contracting for security guard services at an increased level of services, the 1993-94 Recreation and Park Department budget, as approved by the Board of Supervisors includes approximately \$300,000 for security services (approximately \$50,000 for Civil Service salaries and \$250,000 for contractual services). Thus, a 50 percent increase in costs (from \$200,000 to \$300,000) will result in a 200 percent increase in security services (from 10,000 hours to 30,000 hours).

6. As stated above, four Park Patrol Officers will be deleted as a result of contracting out security services (the Head Park Patrol Officer will be transferred to Golden Gate Park). Mr. Arnold advises that the Recreation and Park Department has found City positions for two of these Park Patrol Officers by bumping temporary workers at Golden Gate Park, and is currently working with union representatives to find other City positions for the remaining two individuals. However, currently, there are no more vacancies in the 8208 Park Patrol Officer classification.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Memo to Government Efficiency and Labor Committee
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Recommendation:The Budget Analyst concurs with the Controller's certification that security guard services at an increased level of service for 1993-94 can be practically performed by a private contractor at a lower cost than similar services performed by City and County employees. However, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.

City and County of San Francisco

Recreation and Park Department



CHARTER 8.300 -1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT:

RECREATION AND PARK DEPARTMENT

CONTRACT SERVICES:

CANDLESTICK STADIUM SECURITY SERVICE CONTRACT

1. Who performed service prior to contracting out ?

Four 8208 Park Patrol Officers

2. Number of City employees laid off as a result of contracting out ?

four

3. Explain disposition of employee if they were not laid off.

Insufficient budget funds to keep them on board. They may be absorbed through attrition. At this time we do not have vacancies in the 8208 classification.

4. What percent of City employees' time is spent on services to be contracted out ?

100 %. Both tenants, the Giants and 49ers request to have full coverage, around the clock security at Candlestick Stadium. In order to provide around the security, the Department would need to budget for an additional four 8208 Park Patrol Officers, one 8210 Park Patrol Officer, and \$50,000 in temporary relief funds. This would be an additional cost of \$270,000 not including the existing four 8208 Park Patrol Officers.

5. How long have the services been contracted out?

This will be the first time for Candlestick Stadium. The department has a Security Contract at the Zoo for the last seven years.

6. What was the first fiscal year for a Proposition J Certification?

Hopefully fiscal year 93-94.

7. How will contract services meet the goals of your MBE/WBE/ACTION PLAN?

The Department will actively seek MBE/WBE to bid on Security Guard Services. Our Senior Purchaser will follow Purchasing's guideline in outreach to minority and women owned business.

ETAI CHEN
BUDGET OFFICER
666-7040

Item 3 - File 123-93-7

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of October 20, 1993.

Department: Department of Public Works (DPW)

Item: Ordinance amending Article 5.3 of the San Francisco Public Works Code to (1) delete Section 183 such that there will be no distinction in permit requirements between food and non-food merchandise, (2) require permit applicants to post notice of intent to display merchandise on sidewalks contiguous to business establishments, (3) increase the fees for permits to display merchandise on sidewalks, (4) establish a new fee for square footage occupied by a display stand, (5) make such permits renewable on an annual basis, (6) authorize a public hearing when written objections are made, (7) authorize investigation fees for violation of this Article, (8) authorize the Board of Permit Appeals to hear appeals of permit decisions of the Director of Public Works and (9) authorize seizure of display stands maintained in violation of this Article.

Description: The proposed ordinance represents an Amendment of the Whole to the legislation which was heard by the Government Efficiency and Labor Committee at its meeting on October 20, 1993. The proposed ordinance would amend Article 5.3, of the Public Works Code as follows:

1. To extend the Director of Public Works' authorization to issue revocable permits for the placement of display stands on sidewalks to include display stands for non-food merchandise, as well as fruits, vegetables, living plants, and cut flowers.

2. To stipulate that the Department of Public Works must provide an application form to permit applicants who want to display merchandise on sidewalks. The form would be a "Notice of Intent to Display Merchandise" on sidewalks to each applicant seeking a permit. Such Notice of Intent must be posted in a conspicuous location on the frontage of the applicant's business establishment for 10 calendar days. If written objections are received regarding the intent to display merchandise on sidewalks within 10 calendar days, the Director of Public Works or his designee must hold a hearing regarding the issuance of the permit no later than 21 days after the 10 calendar day display period for the Notice of Intent from has expired. At least 10 days prior to the hearing, a notice of said hearing must be mailed to the applicant. Such notice must be posted in a conspicuous location on the frontage of the applicant's business.

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Within 15 days of the completion of the hearing, the Director of Public Works must issue a written decision as to whether the permit shall be issued and what conditions, if any shall be imposed.

3. To increase the amount of the money order or check which must accompany each application for a permit from \$50 to \$100. Additionally, a new permit fee, equal to \$4.80 for each square foot of sidewalk to be occupied by display stands, must be collected from the applicant. This permit fee would be payable to the Department of Public Works at the time the permit is issued.

4. To provide that a permit issued for the display of merchandise on sidewalks shall remain valid until the time period established by the Director of Public Works has expired, or until one year from the date the permit was issued, whichever occurs earlier. Such permit must be displayed in a conspicuous location in a window or other readily visible unobstructed location on the frontage of the applicant's business establishment.

5. To provide that fines, based on a fee schedule established by the Director of Public Works, may be imposed by the Department of Public Works (DPW) for the investigation of display stands on sidewalks that are being maintained without or in violation of a valid permit. Payment of such fees shall be made directly to the Department of Public Works. The person responsible for payment of the fee may appeal the amount of the investigation fee to the Board of Permit Appeals. The non-payment of such a fee or continued violations shall be grounds for the Director of Public Works to deny a permit for display stands on sidewalks to a potential applicant until such penalty is paid and the condition corrected.

6. To provide that, any display stands that are placed on the public sidewalk without a valid permit may be seized and removed by the City if the owner, after being given 10 business days to apply for a valid permit, does not make a good faith effort to secure the required permit. Seized display stands from sidewalks may be recovered by the responsible owner for a period of at least 10 business days following the seizure. As a condition of recovering such display stands, the owner must pay an impound fee equal to the actual cost to the City of transporting and storing the display stands.

Comment:

1. Ms Denise Brady of the DPW advises that she estimates that the Notice of Intent to Display Merchandise form itself will cost between \$1.00 to \$3.00 each. As of the writing of this report, Ms. Brady was unable to provide an estimate of the total number of these forms that the Department would be required to print. Ms.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 3, 1993 Government Efficiency and Labor Committee Meeting

Brady advises that the DPW projects that the proposed increase in the permit application fee from \$50 to \$100, along with the new \$4.80 fee per square foot to be occupied by display stands will be sufficient to off-set any additional costs to the City to enforce this ordinance.

2. Mr. Ben Gale, Director of Environmental Health Services of the DPH estimates that a minimum of 250 to a maximum of 400 produce stands exist Citywide. According to Mr. Gale, based on an average store front of approximately 30 square feet, the annual revenue from permit fees would be \$36,000 (250 x 30 sq. ft. x \$4.80) to \$57,600 (400 x 30 sq. ft. x \$4.80). Additionally, based on the increase in the application permit fee from \$50 to \$100, Mr. Gale estimates that an additional \$12,500 (\$50 x 250) to \$20,000 (\$50 x 400) would be generated, for a total amount generated of approximately \$48,500 to \$77,600 annually. Mr. Gale could not provide revenue estimates on non-food merchandise, living plants and flower stand displays because these types of display stands are not regulated by the Environmental Health Services Division.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 4 - File 47-93-9

Departments: Parking and Traffic
Real Estate

Item: Ordinance approving the form of the Performing Arts Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the Performing Arts Garage using those documents.

Description: The proposed ordinance would approve the form of the Performing Arts Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the Performing Arts Garage.

The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Performing Arts Garage. The specific parking rates charged at the Performing Arts Garage are subject to approval by the Board of Supervisors.

The Performing Arts Garage is a 612-space parking facility, located on Grove Street, between Franklin and Gough Streets.

To be qualified to bid on the proposed management agreement, a potential bidder must (1) be a certified Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE), as determined by the City's Human Rights Commission; (2) have successfully managed or operated one or more attendant parking facilities having at least 200 parking spaces and gross monthly revenues of at least \$25,000 for a period of at least one year; and (3) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement.

Comments: 1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking Authority Commission has set aside the management of two facilities for bidding by minority-owned and women-owned businesses only. The first of

these two facilities to be bid will be the Performing Arts Garage. Mr. Hagerty reports that the other MBE/WBE set aside parking facility will be the 1660 Mission Street Garage.

2. In accordance with the provisions established by the Parking and Traffic Commission at its September 21, 1993 meeting, the proposed bids will exclude joint-ventures with non-minority firms so that the participation of minority-owned and women-owned businesses is maximized. Furthermore, the Parking Authority will evaluate the requirements for all necessary bonds to ensure that they are not a barrier to any qualified minority-owned or women-owned business and will set an experience requirement that will maximize the number of possible qualified bidders. Mr. Hagerty reports that Parking and Traffic is working with the Human Rights Commission's Contract Committee, which has the authority to establish such set asides on contracts.

3. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 garages and two surface operator parking lots, under its jurisdiction. Six of the garages are currently managed by non-profit operators. Of the remaining nine garages and two surface lots, two garages and one surface lot is operated by a City-certified MBE firm.

4. Five Star Parking is the current operator of the Performing Arts Garage. Five Star Parking's five year contract, expired at the end of September, 1993 and has continued to operate the Garage on a month-to-month basis. Under the current provisions of the contract, Five Star Parking pays the City 72.18 percent of the gross revenues, after deducting parking taxes, or a minimum of \$20,000 per month. In 1992-93, Five Star Parking paid the City a total of \$590,000 in net revenues.

5. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract, rather than the current percent of gross lease arrangement. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee. This would enable the City, the use of such funds upfront, instead of the current arrangements, whereby the

garage operator deducts their fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$900,000 from the Performing Arts Garage in 1993-1994.

6. Mr. Hagerty notes that there is currently an arrangement at the Performing Arts Garage that provides approximately 50 free parking spaces to employees of the City's Department of Public Works and Superior and Municipal Courts on weekdays. The Parking and Traffic Commission recently adopted a resolution urging the Board of Supervisors to rescind these free parking privileges. Item 8, File 47-93-10 of this report contains a resolution on such free parking in City garages.

7. Mr. Hagerty reports that Five Star Parking, the current operator of the Performing Arts Garage, has submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside. Mr. Hagerty reports that the Department wishes to further review this matter with the Human Rights Commission and the City Attorney's Office. Based on discussions with the City Attorney, Mr. Hagerty requests that this item be continued two weeks.

Recommendation: As requested by the Department, continue the proposed ordinance until November 17, 1993.

Item 5 - File 25-93-31

Department: Public Utilities Commission (PUC)

Item: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar services performed by the City and County of San Francisco.

Services to be Performed: Paratransit Services

Description: The Controller has determined that contracting for these paratransit services in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$7,827,271	\$9,123,981
Fringe Benefits	1,951,574	2,147,507
Capital Depreciation	1,083,313	1,083,313
Operating Costs	<u>900,636</u>	<u>900,636</u>
Total	\$11,762,794	\$13,255,437
<u>Contracted Service Cost</u>	<u>9,858,215</u>	<u>9,858,215</u>
<u>Estimated Savings</u>	\$1,904,579	\$3,397,222

- Comments:**
1. Paratransit services were first certified as required by Charter Section 8.300-1 in 1984 and have been provided by an outside contractor since 1979.
 2. The current contract with Cerenio Management Group extends from October 1, 1991 through June 30, 1996. Cerenio Management Group is a City-certified MBE and WBE.
 3. Ms. Annette Williams, the Manager of the Elderly and Handicapped Programs for MUNI, reports that the contracted service cost of \$9,858,215 is based on Cerenio Management Group's estimation of its fiscal year 1993-94 costs of providing paratransit service.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

5. Ms. Williams advises that the Cerenio Management Group provides health care benefits to its employees.

Recommendation: Approve the proposed resolution.

Charter 8.300-1 (Proposition J) Questionnaire

Department PUC/Municipal Railway
Contract Services Paratransit
Time Period 07/01/93 - 06/30/94

- 1) Who performed services prior to contracting out?

Service has always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were laid off.

N/A

- 4) What percent of City employee's time is spent on services to be contracted out?

20% of one full time equivalent contract Administrator plus
3 hours per month of a 1630 Accountant.

- 5) How long have services been contracted out?

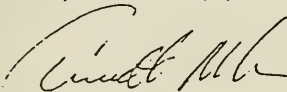
Thirteen (13) years.

- 6) What was the first fiscal year for a Proposition J Certification?

Fiscal Year - 1983/84

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The Broker services are currently performed by an MBE/WBE firm and not less than 30% of all service is provided by MBE/WBE firm(s).



Department Representative

Annette M. Williams, Manager, Accessible Services Program

(Type Name, Title)

(415) 923-6142

Telephone

cx1quespj

Item 6 - File 25-93-32

Department: Port of San Francisco

Item: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that janitorial services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Janitorial services at the Ferry Building/World Trade Center, and surrounding areas, the Agricultural Building, and at various Port piers.

Description: The Controller has determined that contracting for these janitorial services in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$441,316	\$522,093
Employee Benefits	<u>105,528</u>	<u>117,734</u>
Subtotal	\$546,844	\$639,827
Operating Expenses	<u>41,318</u>	<u>41,318</u>
Total	\$588,162	\$681,145
<u>Contracted Service Cost</u>	<u>388,012</u>	<u>388,012</u>
<u>Estimated Savings</u>	\$200,150	\$293,133

Comments: 1. Janitorial services were first certified as required by Charter Section 8.300-1 in 1982 and have been provided by an outside contractor since 1979.

2. Mr. Earl Cater of the Port advises that the current contracts for janitorial services, which expire October 30, 1993, are with three firms, Fairway Janitorial Services (a City-certified MBE); Lewis & Taylor (a City-certified MBE); and Custodial Janitorial Services (a City-certified MBE).

Mr. Chris Mack of the Purchasing Department reports that janitorial services at the Port are contracted out separately based on specific locations. These contracts have been rebid and the Port now proposes to contract with the lowest qualified bidders: Township Building Services (not an MBE

firm) for the Ferry Building/World Trade Center, Wards Building Maintenance (a City-certified MBE) for a portion of the piers and Custodial Janitorial Services (a City-certified MBE) for the Agricultural Building and a portion of the piers. The contracts would be for a period of two years beginning on November 1, 1993. The Contracted Service Cost used by the Controller's Office for the purpose of this analysis is the estimated cost of providing janitorial services at the Port for FY 1993-94.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

5. Mr. Mack reports that Township Building provides health care benefits to its employees, and that Wards Building Maintenance pays for a portion of a health care plan for its employees. Custodial Janitorial Services does not provide health care benefits to its employees, according to Mr. Mack.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Port Commission
For Time Period: F.Y. 93 / 94
Contract Services: Janitorial Services

- 1) Who performed services prior to contracting out?
The services were performed by City staff consisting at the time of 15 Janitors, 1 Janitor Sub-Foreman, and 1 Janitor Foreman, a total of 17 people, prior to the work being contracted out in November 1979.
- 2) Number of City employees laid-off as result of contracting out?
I believe sixteen people were laid-off, however, they were all immediately, or shortly thereafter, hired by other City departments.
- 3) Explain disposition of employees if they were not laid-off.
All were rehired in other City departments during 1979/80.
- 4) What percent of a City employee's time is spent on services to be contracted out?
 - 11 Custodians - 2708 (100%)
 - 1 Custodian Assistant Supervisor - 2716 (100%)
 - 1 Custodian Supervisor - 2718 (100%)
- 5) How long have the services been contracted out?
Since 1979.
- 6) What was the first fiscal year for a Proposition J Certification?
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
The Port has divided janitorial services into segments that can be individually bid. This will enhance the opportunity for minority, women and small business enterprises to successfully compete for these contracts. MBE firms currently perform these services.

Sincerely,

PORT OF SAN FRANCISCO

Earl Cater
Department Representative
Telephone: _____

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Item 7 - File 38-93-12

Department: Recreation and Park Department

Item: Resolution accepting a gift valued at \$200,000, for use by the Recreation and Park Department for the Strybing Arboretum and Botanical Gardens.

Amount: \$200,000

Description: The proposed resolution would authorize the acceptance of a gift valued at \$200,000 from the estate of John C. Gilliland. According to Mr. Walt Valen of the Recreation and Park Department, this gift consists of approximately \$78,000 in cash and shares of 20 different securities valued at \$122,000.

Comments:

1. Mr. Valen advises that \$10,000 of the cash portion of the gift would be used immediately on various projects, including the creation of a new demonstration garden located near the main entrance of the Arboretum. The remaining \$68,000 in cash (\$78,000 less \$10,000), and the \$122,000 in securities would be deposited with the City Treasurer for purposes of a permanent Endowment Fund. The Recreation and Park Department would use the annual interest from this Fund to purchase supplies and fund student internships to assist in maintenance of all the gardens (including the new demonstration garden).
2. According to Mr. Valen, acceptance of the proposed gift should not result in significant maintenance costs to the City.

Recommendation: Approve the proposed resolution.

Item 8 - File 47-93-10

Department: Department of Parking and Traffic (DPT)

Item: Resolution establishing a policy on free parking in City garages.

Description: The Parking and Traffic Commission advises that, under current practice, various individuals are allowed to park free in City-owned parking facilities (as shown in the Attachment). Such practice, according to the Commission, has occurred without clear guidelines or approval of the Board of Supervisors, which could lead to future abuse of this practice. The Commission reports that free parking has been provided at some facilities that are often at capacity, thereby denying paying motorists the opportunity to park there and also resulting in reduced revenues to the City. According to the Commission, this practice of free parking may result in "an indeterminate but considerable loss" of potential revenues to the City.

In order to address these issues, the Commission is proposing to establish the following policy:

1. Garage employees who have historically parked for free may continue to do so during their regular work hours until the current garage attendants' contract expires on November 30, 1995.
2. Vendors will be allowed to park for free in City-owned garages only if their work requires that they bring a vehicle to the site (i. e., elevator repair, building maintenance)
3. No City employee would be allowed to park for free in a City-owned garage under the jurisdiction of the Department of Parking and Traffic.
4. All free parking privileges for City employees, including those formally approved by the Board of Supervisors (Resolution 574-84), would be eliminated. Those employees include 28 Municipal and Superior Court judges who are currently authorized to park free at the Performing Arts garage. The Parking and Traffic Commission is recommending that reserved parking spaces be set aside for Municipal and Superior Court judges in the Civic Center Garage and that the judges be charged the governmental rate. Mr. Kevin Hagerty, Director of Off-Street Parking of the DPT advises that currently the only existing governmental rate applies to government vehicles. This rate is arrived at by deducting 25

percent for Parking Taxes from the regular parking rate. According to Mr. Hagerty the current rate charged for government vehicles at Civic Center Garage is \$125.

5. Members of the Boards of Directors of the non-profit garage corporations would be allowed to purchase monthly parking passes at all parking garages, including those that have a cap on the number of persons who park monthly.

6. While on official parking garage business, members of Boards of Directors would be allowed to park for free up to four hours per day which would be limited to (1) meetings of the Boards of Directors (no more frequently than once a month), (2) inspections of the garages (no more frequently than once a month), (3) the President, Vice-President and Treasurer of the Board of Directors, while conducting ministerial duties, such as the signing of checks.

Comments:

1. Mr. Dick Dole, Attorney for the non-profit corporations which operate the Ellis/O'Farrell and Japan Center garages advises that the Boards of Directors of these corporations have expressed concerns about being charged for parking while they are carrying out their duties and responsibilities. According to Mr. Dole, these non-profit corporations encourage frequent on-site visits by the Boards of Directors as a means of helping to ensure the efficient operation of the subject garages. Additionally, Mr. Dole advises that under the rules and regulations of the State Corporation Code, the members of the Boards of Directors are obligated to perform their duties in a prudent and responsible manner which may well require more than one meeting or one inspection per month.

2. Mr. John Newlin, Director of the DPT advises that the DPT strongly believes that free parking as a matter of policy is wrong. According to Mr. Newlin, when this issue was first researched by the DPT, the operator of the Ellis/O'Farrell garage was extending free parking privileges to numerous individuals, well beyond its Board of Directors. Additionally, Mr. Newlin states that the DPT has found no evidence that this policy results in any measurable oversight. According to Mr. Newlin, no free parking is extended to the Parking and Traffic Commission or to employees of the DPT and should not be extended to the members of the Board of Directors of the non-profit corporations.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

FREE PARKING SURVEY
CITY OWNED PARKING GARAGES

GARAGE	STAFF	BOARD OF DIRECTOR	OTHER	TOTAL
Civic Center			Rec + Park (3)	5
Ellis O'Farrell	4	8 Members (see Note A)		12
Fifth-Mission	11	2 Members		13
Japan Center	1	7 Members (See Note A)		8
Lombard	5			5
Mission Bartlett	6			6
Moscone Center	2			2
Performing Arts	4		Municipal and Superior Court Judges (28) See Note C	68
Portsmouth Square		10 members	Public Works personnel (40) Rec + Park (5)	15
St. Mary's Square	4			4

TO: BUDGET ANALYST OFFICE-H ROSE

OCT-29-'93 FRI 12:29 ID:DEPT PARKING & TRAFF FAX NO:415 554 9834

Sutter-Stockton 1 10 members (see Note B) 11

Union Square 16 Rec-Park staff (3) 19

Vallejo Street 2 2

Note A: Non-profit Boards of directors are given access to free monthly parking card and encouraged to use garage. Some board members use cards on a regular basis, some on occasion, some not at all.

Note B: Non-profit Boards of Directors pay for regular garage usage. Free Parking is available to them while on official garage business.

Note C: Authorized by Board of Supervisors Resolution 574-84

revised October 29, 1993

ready, fire

Item 9 - File 65-93-8

Department: Department of City Planning

Item: Resolution adopting the Final Negative Declaration, finding and determining that the proposed construction of the Market Heights Housing Development consisting of 46 low-income dwelling units at Putnam Street and Tomkins Avenue (Assessor's Blocks 5731, 5732, 5733 and 5734) will have no significant impact on the environment, and adopting and incorporating findings of the Final Negative Declaration.

Description: On July 15, 1993, following a public hearing, the City Planning Commission approved the issuance of the Final Negative Declaration, as prepared by the City Planning Department, which analyzed the potential environmental impacts of the Market Heights Housing Development Project. Based on the findings of the Final Negative Declaration, as well as other related criteria, the City Planning Department has determined that there is no substantial evidence that this Project could have a significant effect on the environment.

The City Planning Department advises that the Project involves the construction of 46 low-income rental housing units on City-owned land adjacent to the Farmer's Market. According to the Planning Department, the rental units would consist of 6 one-bedroom units, 16 two-bedroom units, 22 three-bedroom units and 2 four-bedroom units. In addition to the rental units, the Project would also include a common open space area (tot lot, community garden, barbecue area) and 46 off-street parking spaces.

Comment: Item 10, File 65-93-8.1 of this report is a request for authorization to execute a ground lease between the City and Boomerang Housing Corporation, the developer of the Market Heights Housing Development Project. Additionally, Items 11 and 12, Files 164-93-2 and 164-93-2.1 of this report are requesting the vacation of City-owned land for purposes of implementing this Project.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 10 - File 65-93-8.1

- Departments:** Mayor's Office of Housing
Real Estate Department
County Agriculture Department
- Item:** Ordinance authorizing and approving execution of a ground lease of City-owned property, which includes a portion of Assessor's Blocks 5731, 5732, 5733 and 5734, and a portion of Bronte Street, Bradford Street, and Ogden Avenue, adjacent to property commonly known as the "Farmers Market". Such property would be used for the construction of the Market Heights Housing Development Project.
- Location:** A portion of Assessor's Blocks 5731, 5732, 5733, and 5734, and a portion of Bronte Street, Bradford Street and Ogden Avenue.
- Lessee:** Boomerang Housing Corporation, a non-profit public benefit corporation
- Purpose of Lease:** The Market Heights Housing Development Project, a low-income housing development.
- Annual Revenue:** The City is not requiring any rent to be paid by the lessee to the City for the first six years of the proposed lease because the annual rental income for the Market Heights Housing Development for the first six years is projected to be fully expended on (a) operating expenses, (b) the mortgage loan payment, (c) the partnership management fee and (d) partner land lease (see Comment 2 below). Beginning in year seven, the annual rental income is projected to be sufficient to pay for these aforementioned costs and have sufficient "surplus monies" left over to pay the lease payment to the City (see Attachment I) The rent to be paid to the City beginning in the seventh year of the proposed lease would be based on the attached schedule (see Attachment II).
- Term of Lease:** 99 years commencing on the date of the Close of Escrow
- Right of Renewal:** No later than 90 days prior to the expiration date of the proposed lease, each party agrees to consider reasonable requests by the other party to extend the term of the lease.
- Comments:** 1. The Board of Supervisors previously approved legislation (Files 65-90-7 and 65-90-7.1) authorizing the execution of a Disposition and Development Agreement between the City and Bernal Heights Community Foundation (BHCF), a non-profit public benefit corporation, in connection with the

BOARD OF SUPERVISORS
BUDGET ANALYST

ground lease of the above noted property. BHCF is proposing to develop low-income housing on this property. In the interim, since this Agreement was executed, BHCF formed Boomerang Housing Corporation, in order to establish a limited partnership for the financing (see Comment 1 below for financing details) and management of the proposed low-income housing. The purpose of the Disposition and Development Agreement is to specify the conditions under which the City would enter into a ground lease with the developer of this property. Under the terms of the Agreement, the developer is required to meet certain conditions within three years of the date of the Agreement in the following areas:

(1) Obtain a certification from the City's Commissioner of Agriculture that he has determined that the physical structure of the proposed housing development will not unreasonably interfere with the operation of the Farmer's Market.

(2) Conduct site inspection/testing for hazardous waste and negotiate with the Director of Property, the Chief Administrative Officer and the Commissioner of Agriculture regarding costs for removal of such waste.

(3) Apply for and diligently pursue approval of a subdivision or parcel map subdividing the property into the housing development site and the Farmer's Market site.

(4) Submit an Environmental Evaluation of the housing development to the Department of City Planning.

(5) Prior to or promptly following approval of the subdivision or parcel map by the City, obtain any other permits necessary for the construction, ownership and operation of the housing development.

(6) Submit for approval by the Director of Property and the Director of the Mayor's Office of Housing a financing plan outlining the availability of the funds necessary to construct the housing development.

(7) Apply for and diligently pursue and obtain a building permit for construction on the housing development, as a precondition to the closing of the ground lease.

2. Mr. Marc Trotz of the Mayor's Office of Housing advises that Boomerang Housing Corporation has fully satisfied all of the above noted conditions with the exception of Conditions

3, 5 and 7. According to Mr. Trotz, with respect to Conditions 5 and 7, Boomerang Housing Corporation has applied for all the necessary permits including the building permit and is waiting to receive them. In respect to Condition 3, the City Attorney advises that pursuant to the California Subdivision Map Act, a subdivision map is not required to ground lease the proposed property.

3. Additionally, under the terms of the Agreement, the developer would make available for occupancy 20 percent of the total number of housing units to very low income households and 80 percent of the total number of housing units to low income households. Very low income is defined as those households with incomes not exceeding 50 percent of the median income for the San Francisco Standard Metropolitan Statistical Area. Low income is defined as households with incomes not exceeding 60 percent of median income. The developer would also be required to not interfere with the operation of the Farmer's Market during either construction or as a result of the on-going operations of the housing development.

4. Mr. Trotz reports that the Market Heights Housing Development, which will consist of 46 low-income housing units, has an estimated cost of approximately \$8 million. The project is to be financed through low income housing tax credits in the amount of approximately \$4 million, Community Development Block Grant Funds in the amount of approximately \$2.45 million and bank loans in the amount of approximately \$1.7 million. Mr. Trotz advises that developers of low-income rental housing projects, are entitled to apply for tax credits, on a competitive basis, from the California Tax Credit Allocation Committee. These tax credits consist of a 9 percent annual tax credit from the developers' Federal income tax liability for a period of 10 years. According to Mr. Trotz, Boomerang Housing Corporation applied for such tax credits. Boomerang Housing Corporation will enter into a limited partnership with private investors who will contribute \$4 million to the Market Heights Housing Development in exchange for the tax credits.

5. The limited partnership is required to make partner land lease payments to Boomerang Housing Corporation, in order for the Corporation to accumulate funds to be used to pay for outstanding debts (i.e., tax liabilities and outstanding loans) in connection with Market Heights Housing Development. These funds would be used, if necessary, when Boomerang Housing Corporation buys back the private investors' share

BOARD OF SUPERVISORS
BUDGET ANALYST

of the Market Heights Housing Development following the expiration of the 10 year tax credit period.

6. According to Mr. Trotz, except for the \$2.45 million allocation in 1993 Community Development Block Grant Fund previously approved by the Board of Supervisors, the City is to incur no additional costs with respect to this project.

7. Mr. Steve Legnitto of the Real Estate Department advises that the rent to be paid to the City as shown in Attachment II does not represent the fair market rental value for the subject property because the Market Heights Housing Development, as a low income housing development, lacks the financial capability of paying the fair market rental value of the property. Mr. Legnitto notes that while the Real Estate Department has no recommendation regarding the proposed lease, the issue of the potential public benefit of the proposed low income housing development was a factor in the decision to enter into the proposed lease even though the rent to be paid to the City does not represent the fair market value. Since the City would not receive the fair market rental value under the proposed lease, approval of the proposed lease would be a policy matter for the Board of Supervisors.

8. Mr. Trotz notes that the proposed lease of City-owned property for purposes of developing low income housing is consistent with the City's Master Plan which states "Except where required for other public purposes, public land in conjunction with other financial subsidies should be committed to permanently affordable housing."

9. Item 9, File 65-93-8 of this report is a request to adopt the Final Negative Declaration, determining that the proposed construction of the Market Heights Housing Development Project will have no significant impact on the environment. Additionally, Items 11 and 12, Files 164-93-2 and 164-93-2.1 of this report are requesting the vacation of City-owned land for purposes of implementing this Project.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

File: PUTNAM TOMPKINS -20YR CASH FLOW 20% at 50% & 80% at 50% median income (Adjusted down)
 Date: 10/12/93
 Run: 9:06 AM
 TOTAL UNITS 46
 SAMCO LOAN AMOUNT \$2,039,133 (DEFERRED DEVELOPER FEE \$86596; \$200,000 CONSTRUCTION NO ADJUST)
 SAMCO INTEREST RATE 7%]

	% OF AREA MEDIAN	MONTHLY RENT	NO. OF UNITS	ANNUAL INCREASE base year	YEAR 1 1996	YEAR 2 1997
INCOME						
ONE BEDROOM	50%	450	2	2.50%	10,800	11,347
TWO BEDROOM	50%	550	3	2.50%	19,800	20,295
THREE BEDROOM	50%	650	4	2.50%	31,200	31,880
FOUR BEDROOM	50%	725	1	2.50%	8,700	8,918
ONE BEDROOM	60%	500	4	2.50%	24,000	24,800
TWO BEDROOM	60%	700	12	2.50%	100,800	103,320
THREE BEDROOM	60%	750	18	2.50%	162,000	166,050
FOUR BEDROOM	60%	800	1	2.50%	9,000	9,840
MANAGER (2 BEDROOM)	N.A.	0	1	N.A.	0	0
TOTAL RENTAL INCOME			46		366,900	376,073
MISCELLANEOUS INCOME					0	0
TOTAL INCOME					366,900	376,073
VACANCY					18,345	18,804
GROSS INCOME					348,555	357,269
OPERATING EXPENSES						
	PER UNIT	% AGI	ANNUAL INCREASE	186,206	172,814	170,694
MANAGEMENT	420	5.54%	4%	19,320	20,093	20,897
ADMINISTRATION	185	2.18%	4%	7,600	7,904	8,229
PAYROLL	1168	15.42%	4%	53,740	55,880	58,125
MAINTENANCE	584	7.70%	4%	26,850	27,924	29,041
UTILITIES	850	11.22%	4%	39,096	40,660	42,286
INSURANCE	326	4.30%	4%	15,000	15,600	16,224
PROPERTY TAXES	43	0.57%	2%	2,000	2,040	2,081
OTHER	57	0.75%	4%	2,600	2,704	2,812
RESERVES OPERATING (3% of income)	227	3.00%	N.A.	10,457	10,718	10,986
REPLACEMENT (3% of Income)	227	3.00%	N.A.	10,457	10,718	10,986
TOTAL OPERATING EXPENSES	4068	50.68%		187,119	194,250	201,659
NET OPERATING INCOME				161,436	163,019	164,643
FIRST MORTGAGE (SAMCO -7.25% \$1,839,133)				150,554	150,554	150,554
CITY SITE ACQUISITION GRANT/LOAN				0	0	0
CASH FLOW AFTER REQUIRED PAYMENTS				10,882	12,465	13,989
DEBT COVERAGE RATIO				1.07%	1.08%	1.09%
PAYMENTS CONTINGENT ON AVAILABLE CASH FLOW						
PARTNERSHIP MANAGEMENT FEE				10,000	10,300	10,600
PARTNER LAND LEASE				882	2,165	3,380
DEFERRED DEVELOPER FEE						
INCENTIVE MANAGEMENT FEE						
CITY LEASE PAYMENT (4/22/93)				0	0	0
CITY LEASE PAYMENT (adjusted)				0	0	0

n)

MENT FOR BASIS)

YEAR 3 1998	YEAR 4 1999	YEAR 5 2000	YEAR 6 2001	YEAR 7 2002	YEAR 8 2003	YEAR 9 2004	YEAR 10 2005	YEAR 11 2006
11,630	11,021	12,219	12,525	12,838	13,159	13,488	13,825	14,171
21,322	21,855	22,402	22,062	23,536	24,124	24,727	25,348	25,979
33,599	34,439	35,300	36,182	37,087	38,014	38,965	39,939	40,937
9,369	9,803	9,843	10,089	10,342	10,600	10,865	11,137	11,415
26,845	26,492	27,154	27,833	28,528	29,242	29,973	30,722	31,490
108,551	111,264	114,046	118,897	119,820	122,815	126,885	129,033	132,258
174,456	178,818	183,288	187,870	192,587	197,381	202,318	207,374	212,558
10,338	10,597	10,862	11,133	11,411	11,697	11,989	12,289	12,596
0	0	0	0	0	0	0	0	0
395,111	404,989	415,114	425,492	436,129	447,032	458,208	469,663	481,406
0	0	0	0	0	0	0	0	0
395,111	404,989	415,114	425,492	436,129	447,032	458,208	469,663	481,406
19,756	20,249	20,766	21,275	21,806	22,352	22,910	23,483	24,070
375,356	384,740	394,358	404,217	414,322	424,680	435,297	446,180	457,334
186,832	194,263	201,990	210,026	218,381	227,071	236,107	245,503	255,274
21,732	22,602	23,506	24,446	25,424	26,441	27,498	28,598	29,742
8,549	8,891	9,247	9,616	10,001	10,401	10,817	11,250	11,700
60,450	62,968	65,383	67,908	70,718	73,647	76,489	79,540	82,730
30,203	31,411	32,667	33,974	35,333	36,745	38,216	39,745	41,334
43,978	46,737	47,588	49,469	51,448	53,506	55,646	57,872	60,185
16,873	17,548	18,250	18,980	19,739	20,529	21,350	22,204	23,092
2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438	2,487
2,925	3,042	3,163	3,290	3,421	3,558	3,701	3,849	4,003
11,261	11,542	11,831	12,127	12,430	12,740	13,059	13,385	13,720
11,261	11,542	11,831	12,127	12,430	12,740	13,059	13,385	13,720
209,353	217,347	225,651	234,278	243,241	252,551	262,224	272,274	282,714
166,002	167,392	168,707	169,939	171,082	172,129	173,073	173,906	174,620
150,554	150,554	150,554	150,554	150,554	150,554	150,554	150,554	150,554
0	0	0	0	0	0	0	0	0
15,448	16,838	18,153	19,385	20,528	21,575	22,519	23,352	24,066
1.10%	1.11%	1.12%	1.13%	1.14%	1.14%	1.15%	1.16%	1.16%
10,927	11,255	11,593	11,941	12,299	12,668	13,048	13,439	13,842
4,621	5,593	6,560	7,824	9,041	9,53	11,342	13,360	15,676
0	0	0	2,620	5,288	7,954	10,813	13,263	15,900
0	0	0	0	0	0	9,471	9,913	10,224

YEAR 12 2007	YEAR 13 2008	YEAR 14 2009	YEAR 15 2010	YEAR 16 2011	YEAR 17 2012
14,825	14,888	15,260	15,642	16,033	16,433
26,829	27,295	27,977	28,876	29,393	30,128
41,961	43,010	44,085	45,187	46,317	47,474
11,701	11,993	12,293	12,600	12,915	13,238
32,277	33,064	33,911	34,759	35,628	36,519
135,565	138,954	142,428	145,988	149,638	153,379
217,872	223,319	228,902	234,624	240,490	246,502
12,911	13,234	13,565	13,904	14,251	14,608
0	0	0	0	0	0
493,440	505,776	518,420	531,381	544,665	558,282
0	0	0	0	0	0
493,440	505,776	518,420	531,381	544,665	558,282
24,672	25,289	25,921	26,569	27,233	27,914
468,768	480,487	492,499	504,812	517,432	530,368
255,436	276,002	286,991	298,417	310,300	322,657
30,932	32,169	33,456	34,794	36,186	37,633
12,168	12,655	13,161	13,687	14,236	14,804
66,039	69,481	73,060	76,783	80,654	84,680
42,948	44,707	46,496	48,355	50,290	52,301
62,594	65,098	67,702	70,410	73,226	76,155
24,016	24,978	25,975	27,014	28,095	29,219
2,636	2,587	2,639	2,692	2,746	2,800
4,163	4,329	4,502	4,682	4,870	5,065
14,063	14,415	14,775	15,144	15,523	15,911
14,063	14,415	14,775	15,144	15,523	15,911
293,562	304,831	316,541	328,706	341,346	354,479
175,206	175,655	175,959	176,105	176,086	175,880
150,554	150,554	150,554	150,554	150,554	150,554
0	0	0	0	0	0
24,652	25,101	25,405	25,551	25,532	25,334
1.16%	1.17%	1.17%	1.17%	1.17%	1.17%
14,258	14,685	15,126	15,580	16,047	16,628
-8,225	-10,700	-13,407	-10,253	-19,243	-22,350
18,619	21,116	23,686	20,225	28,728	31,166
10,394	10,416	10,279	9,972	9,485	8,806

YEAR 10 2013	YEAR 19 2014	YEAR 20 2015	
16,844	17,265	17,697	
30,881	31,653	32,448	
48,661	49,878	51,125	
13,669	13,909	14,266	
37,432	38,368	39,327	
157,214	161,144	165,173	
252,665	258,981	265,456	
14,973	15,347	15,731	
0	0	0	
572,239	586,545	601,208	
0	0	0	
572,239	586,545	601,208	
28,612	29,327	30,060	
543,627	557,218	571,148	
335,508	348,871	362,767	
39,139	40,704	42,332	
15,306	16,012	16,653	
108,867	113,222	117,751	
54,393	56,569	58,832	
79,201	82,369	85,664	
30,387	31,603	32,867	
2,856	2,914	2,972	
5,267	5,478	5,697	
16,309	16,717	17,134	
16,309	16,717	17,134	
368,125	382,304	397,036	
175,502	174,914	174,112	
150,554	150,554	150,554	
0	0	0	
24,948	24,360	23,558	
1.17%	1.16%	1.16%	
17,024	17,535	18,061	278,755
-25,671	-29,124	-32,745	-152,170
			0
			0
33,594	35,049	36,242	308,162
7.923	8.825	5.497	100,203

Attachment II**EXHIBIT G
RENT SCHEDULE**

<u>YEAR</u>	<u>DATE</u>	<u>AMOUNT</u>
YEAR 1	MAY 1, 1996	\$0
YEAR 2	MAY 1, 1997	\$0
YEAR 3	MAY 1, 1998	\$0
YEAR 4	MAY 1, 1999	\$0
YEAR 5	MAY 1, 2000	\$0
YEAR 6	MAY 1, 2001	\$0
YEAR 7	MAY 1, 2002	\$2,620
YEAR 8	MAY 1, 2003	\$6,288
YEAR 9	MAY 1, 2004	\$7,954
YEAR 10	MAY 1, 2005	\$9,471
YEAR 11	MAY 1, 2006	\$9,913
YEAR 12	MAY 1, 2007	\$10,224
YEAR 13	MAY 1, 2008	\$10,394
YEAR 14	MAY 1, 2009	\$10,416
YEAR 15	MAY 1, 2010	\$10,279
YEAR 16	MAY 1, 2011	\$9,972
YEAR 17	MAY 1, 2012	\$9,485
YEAR 18	MAY 1, 2013	\$8,806
YEAR 19	MAY 1, 2014	\$7,923
YEAR 20	MAY 1, 2015	\$6,825

* BEGINNING YEAR SIX, RENTS GENERATED FOR EACH CALENDER YEAR
WILL BE PAID EACH SUBSEQUENT YEAR BEGINNING YEAR 7 FROM SURPLUS CASH.

Items 11 and 12 - Files 164-93-2 and 164-93-2.1

Departments: Mayor's Office of Housing
Department of Public Works (DPW)

Items: Item 11, File 164-93-2 - Resolution declaring the intention of the Board of Supervisors to vacate a portion of Bronte Street, Bradford Street and Ogden Avenue, adjacent to the Farmer's Market, and setting the hearing for all persons interested in the proposed vacation.

Item 12, File 164-93-2.1 - Ordinance ordering the vacation of a portion of Bronte Street, Bradford Street and Ogden Avenue, and adopting findings pursuant to City Planning Code Section 101.1.

Description: The DPW, Bureau of Street/Use and Mapping has requested the vacation of City-owned property which includes a portion of Bronte Street, Bradford Street and Ogden Avenue (see attached map). This vacation is being requested in order to implement the construction of the Market Heights Housing Development Project, a project which will consist of 46 low-income rental units located adjacent to the Farmer's Market.

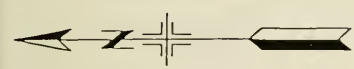
- Comments:**
1. The DPW has determined that the subject property is no longer needed for present or prospective public purposes.
 2. The portions of Bronte Street, Bradford Street and Ogden Avenue to be vacated are currently under the jurisdiction of the County Agriculture Department and the County Agricultural Commissioner has approved the proposed vacation.
 3. In accordance with Item 11, File 164-93-2, a hearing before the full Board of Supervisors is to be scheduled with respect to the proposed vacation. Therefore, if the Government Efficiency and Labor Committee approves the proposed resolution, this resolution should be amended to set the date, hour and place of the hearing.
 4. If the finding by the Board of Supervisors at a public hearing supports the vacation of portions of Bronte Street, Bradford Street, and Ogden Avenue, the proposed ordinance under Item 12, File 164-93-2.1, which authorizes the vacation, would then be considered by the full Board of Supervisors.
 5. The Department of City Planning reports that the proposed vacation is in conformity with the City's Master Plan and with the eight Priority Policies of City Planning Code Section 101.1.

6. Mr. Steve Legnitto of the Real Estate Department reports that the proposed vacation of portions of Bronte Street, Bradford Street and Ogden Avenue would not result in any additional costs to the City.

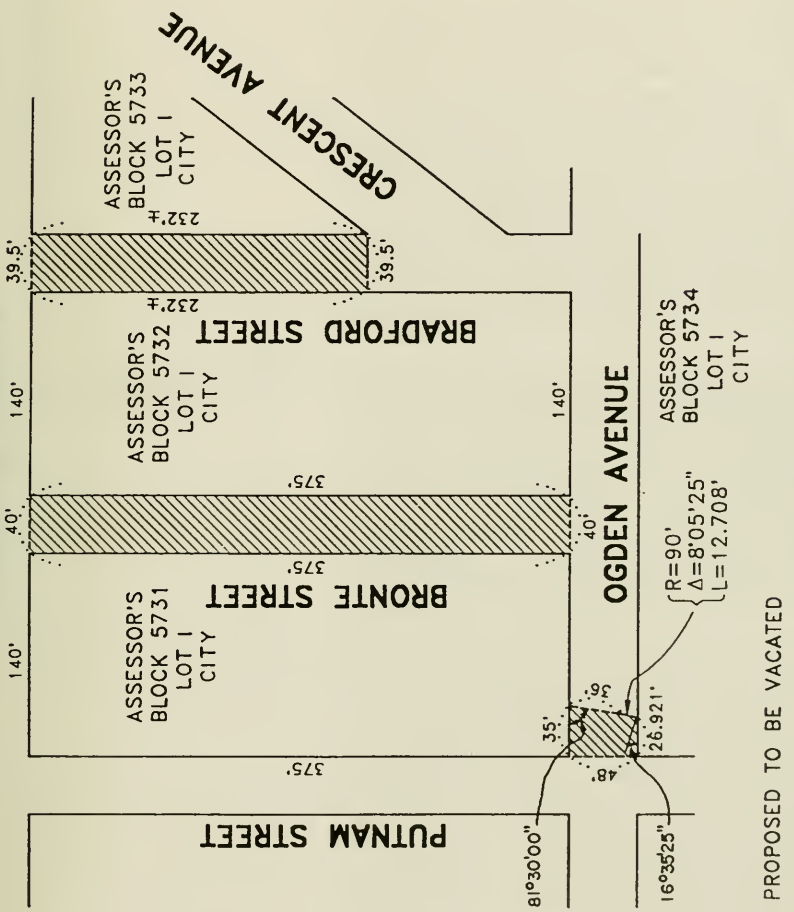
7. Item 10, File 65-93-8.1 of this report is a request for authorization to execute a ground lease between the City and Boomerang Housing Corporation, the developer of the above noted Market Heights Housing Development Project. Additionally, Item 9, File 65-93-8 of this report requests the adoption of the Final Negative Declaration, prepared by the City Planning Department, and determining that the construction of the proposed Market Heights Housing Development Project will have no significant impact on the environment.

Recommendations: Amend the proposed resolution to set the date, hour and place of the public hearing (File 164-93-2). Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

If the proposed resolution (File 164-93-2) is approved, refer the proposed ordinance (File 164-93-2.1) to the Board of Supervisors without recommendation.



TOMPKINS AVENUE



LEGEND



STREET AREA PROPOSED TO BE VACATED

BY		DATE	CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS			
DR.	J.Z.	7-93	PROPOSED STREET VACATIONS OF BRONTE ST. BETWEEN TOMPKINS ST. AND OGDEN AVE. AND A PORTION OF BRADFORD ST. BETWEEN TOMPKINS ST. AND CRESCENT AVE. AND A PORTION OF OGDEN AVE. EAST OF PUTNAM ST.			
TR.						
CK.	K.H.	7-93				
APP.	W.Y.	7-93				
APP.			APPROVED <i>[Signature]</i> DATE 7/14/93 <i>[Signature]</i> CITY ENGINEER	SCALE 1"=100' SHEET 1 OF 1	FILE SUR2193	CHANGE

Item 13 - File 170-93-9

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the Director of the Mayor's Office of Housing to submit an application and related documents to the California Debt Limit Allocation Committee to permit the issuance of qualified mortgage bonds in an amount not to exceed \$17,500,000; authorizing the Mayor's Office of Housing to direct Bank of America National Trust and Savings Association, Acting Trustee under an existing trust agreement, to hold and deposit in trust an amount not to exceed \$175,000; authorizing the Director of the Mayor's Office of Housing to certify that the City has on deposit the required amount; authorizing the Mayor's Office of Housing to pay an amount equal to the deposit to the State of California, if the City fails to issue the qualified mortgage bonds; authorizing and directing the execution of any documents necessary to implement this resolution; and ratifying and approving any action heretofore taken in connection with the application.

Description: The proposed resolution would authorize the MOH to apply for \$17.5 million in authority to issue Mortgage revenue bonds. Mortgage revenue bonds are tax exempt bonds that the City would issue, with the revenues from the mortgage payments used to repay the interest and principle to the bondholders. The proposed mortgage revenue bonds would provide tax exempt funds for mortgages to first-time homebuyers at the 101 Valencia Street development project, located near the intersection of Valencia and McCoppin Streets.

The 101 Valencia Street development project consists of the rehabilitation of a historic building, the former Salvation Army headquarters and the construction of new structures over underground parking. In addition, the project includes a daycare facility, nonresidential spaces and a lot across McCoppin Street, all of which will be sold to reduce the amount of the housing subsidy. The 101 Valencia Street development project is sponsored by the non-profit agency, Housing Development and Neighborhood Preservation Corporation (HDNPC), and will consist of 109 units of first-time homebuyer family housing.

Fifty percent, or approximately 55 of the units are targeted to low-income individuals, or households with incomes below 80 percent of the median income. The other 54 units would be available for moderate income individuals, or households with incomes below 115 percent of the median income. Mr. Joe LaTorre of the Mayor's Office of Housing reports that the current median income in San Francisco is \$54,300 for a family of four. The price for the 109 units are expected to range from \$85,000 for a studio to \$215,000 for a four bedroom unit.

HDNPC hopes to begin construction by the Spring of 1994 and construction is anticipated to take 18 months, such that the 101 Valencia Street project is scheduled to be completed by the Fall of 1995. .

Comments:

1. A provision in the Federal Internal Revenue Code will permit CDLAC to allocate mortgage revenue bond authority on a "carry-forward" basis at the end of the calendar year. Unlike normal bond allocations, for which bonds must be issued within 90 days of receiving the allocation, the proposed \$17.5 million of bonds may be issued under a "carry-forward" allocation any time within three years of receiving the allocation.

2. Mr. LaTorre reports that, as of the writing of this report, MOH does not have an estimated date as to when the bonds would be issued. Based on current bond market conditions, Mr. LaTorre notes that it would be advantageous to wait until the construction is close to completion, such as mid-1995, before issuing these bonds. However, if interest rates appear likely to rise, the City would have the opportunity to issue bonds at any time within the three year period, without having to compete with other jurisdictions for a CDLAC allocation.

3. According to Mr. LaTorre, if other financing is secured for the 101 Valencia Street development project, making issuance of the proposed \$17.5 million of mortgage revenue bonds unnecessary, the City can convert this allocation to authority to issue Mortgage Credit Certificates (MCC) for use in the City's newly established MCC program. The MCC program, according to Mr. LaTorre is another first-time homebuyer assistance program, which provides mortgage credits on an individual's income taxes. Mr. LaTorre reports that the City has recently received a MCC allocation of \$11.6

million for the 12-month period beginning in January, 1994.

4. Mr. LaTorre reports that the total actual mortgages for the 101 Valencia Street development project are estimated at \$15.8 million. However, Mr. LaTorre notes that MOH is requesting authorization to apply for mortgage revenue bonds in an amount not to exceed \$17.5 million, because these bonds may not be issued for a couple of years, at which time the projected costs for the mortgages may increase. The Budget Analyst notes that the \$1.7 million difference between the \$15.8 million estimate of the current actual amount of the mortgages and the \$17.5 million request represents a potential increase of 10.8 percent.

5. According to CDLAC requirements, the City must place one percent of the mortgage revenue bonds on deposit in trust. If the City fails to issue the qualified mortgage bonds, the City is required to pay these trust funds to the State of California. Bank of America National Trust and Savings Association is listed in the proposed resolution, as trustee to hold and deposit an amount not to exceed \$175,000 (1% of \$17.5 million of mortgage revenue bonds). According to Mr. LaTorre, Bank of America National Trust and Savings Association provided mortgage assistance loans for the City during the 1980s. The repayments from these earlier mortgage loans would be the source of the \$175,000 that would need to be placed on deposit.

6. According to Mr. LaTorre, Wells Fargo Bank has made a conditional commitment for 75 percent of the value of the project, when completed, for construction financing on the 101 Valencia Street development project. However, Wells Fargo Bank is requesting that the City take steps to ensure the availability of mortgage financing for the homebuyers. Mr. LaTorre reports that the proposed resolution would enable the City to take the necessary first step by securing an allocation of authority to issue the bonds.

7. Mr. LaTorre also reports that the value of the 75 percent of the value of the project, when completed, has not yet been determined. Depending upon what that value is determined to be by Wells Fargo Bank will determine whether the City will be required to provide any additional construction financing. Mr. LaTorre estimates the total cost of the 101 Valencia Street development

project at approximately \$24 million. To date, Mr. LaTorre notes that the City has contributed an initial \$4.9 million to purchase the site and for initial architectural and engineering fees and other predevelopment costs, as well as a recent \$3 million for preliminary construction costs, for a total of \$7.9 million contributed to the project, to date.

8. However, Mr. LaTorre reports that the City should not be incurring any additional liability by applying for these mortgage revenue bonds, given the nature of mortgage revenue bonds. Furthermore, according to Mr. LaTorre, the Federal National Mortgage Administration (FNMA), under their own program to purchase low and moderate income mortgages, will ultimately purchase these mortgages. Therefore, the liability for payments or any defaults on the mortgages will ultimately be the FNMA.

9. The proposed resolution authorizes and directs the execution of any documents necessary to implement this resolution. Mr. LaTorre notes that such documents will include the administrative application, certification forms and other specific administrative forms related to the proposed application to the CDLAC for the \$17.5 million of mortgage revenue bonds. According to Mr. LaTorre, the MOH will request separate approval from the Board of Supervisors to issue the up to \$17.5 million of mortgage revenue bonds.

10. The proposed resolution also ratifies and approves any action heretofore taken in connection with the application. Mr. Victor Castillo of the City Attorney's Office reports that this is standard language, included in such mortgage bond resolutions. Mr. LaTorre notes that this provision includes the fact that MOH already submitted their application to CDLAC on October 27, 1993. According to Mr. LaTorre, the City's application for the proposed \$17.5 million of mortgage revenue bonds will be considered at the November 23, 1993 meeting of the California Debt Limit Allocation Committee (CDLAC). CDLAC requires that a locally approved resolution, which is the subject of the proposed legislation, be adopted prior to CDLAC considering the City's application.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 14 - File 89-93-9

1. The proposed resolution would authorize enrollment of classification 1121 Deputy Director of Animal Care and Control in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include the deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25 percent of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications that are not represented by a bargaining unit be included in the SDI program, unless a majority of employees within the classification requests coverage.

3. The following classification that is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
1121	Deputy Director of Animal Care and Control	1

4. The Employee Relations Division (ERD) reports that it has received a petition from the sole employee in the 1121 Deputy Director of Animal Care and Control classification requesting inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Item 17 - File 100-93-13

Departments: Mayor
District Attorney

Item: Resolution authorizing the acceptance and expenditure of Federal and State grant funds by various departments of the City and County of San Francisco, including the Mayor and District Attorney for fiscal year 1993-94.

Description: Section 10.170 of the City's Administrative Code requires that each City department obtain the Board of Supervisors approval to apply for, accept and expend any grant funds. However, Section 11.1 of the administrative provisions of the 1993-94 Annual Appropriation Ordinance, as recently approved by the Board of Supervisors, states that approval of recurring grant funds contained in department budgets and approved in the 1993-94 budget are deemed to meet the requirements of the City's Administrative Code regarding grant approvals.

The subject of the proposed resolution is one recurring grant for the Mayor's Office, which was included in the Mayor's 1993-94 budget and two recurring grants for the District Attorney's Office, which were included in the District Attorney's 1993-94 budget. These three recurring grants are as follows:

<u>Department</u>	<u>Grant Title</u>	<u>Grant Amount</u>	<u>Indirect Costs</u>
Mayor's Office	Community Partnership Program	\$1,448,389	\$64,419
District Attorney	Victim Witness Assistance Center	297,416	14,871
District Attorney	Career Criminal Program	236,141	11,245

Comments: 1. The Mayor's Office grant will be funded by the Federal Department of Health and Human Services, Center of Substance Abuse Prevention from January 1, 1994 through December 31, 1994. The Mayor's Office notes that the \$1,448,389 of grant funds includes \$160,000 of carry forward funds from the 1993 grant. The District Attorney's grants are being funded by the State Office of Criminal Justice Planning from July 1, 1993 through June 30, 1994.

2. Since the Board of Supervisors authorized the budgetary expenditures for these three grants, the Mayor's Office and the District Attorney's Office, in accordance with the newly amended administrative provisions of the Annual Appropriation Ordinance, are not required to submit separate resolutions to the Board of Supervisors seeking authorization to apply for, accept and expend each of these recurring grants. However, according to Ms. Joyce Smith of the Mayor's Office, State regulations require that acceptance and expenditure of State grants by a local jurisdiction must be accompanied by a resolution of the local governing body.

3. Mr. Keith Choy of the Mayor's Office reports that Federal regulations do not require a separate resolution from the Board of Supervisors, in order to accept and expend Federal grant monies. According to Mr. Choy, inclusion of the Mayor's Office Community Partnership Program grant, which is being Federally funded, in the proposed resolution, is intended to inform the Board of Supervisors concerning this significant grant. As such, the proposed resolution would authorize the Mayor's Office and the District Attorney to accept and expend these three recurring grants.

4. As indicated above, approval of this legislation would be consistent with the amendment to the administrative provisions of the Annual Appropriation Ordinance, as previously approved by the Board of Supervisors.

Recommendation: Approve the proposed resolution.

Item 18 - File 172-93-40

Department: Purchasing Department

Item: Resolution authorizing the Purchaser to enter into an agreement, that includes hold harmless provisions, with Pacific Gas and Electric (PG&E) Company for refueling City vehicles with Compressed Natural Gas.

Description: The Purchasing Department has recently initiated a program which involves converting existing gasoline powered vehicles to operate on Compressed Natural Gas (CNG). The Purchasing Department previously received grant funding in the amount of \$100,000, from the San Francisco County Transportation Authority (SFCTA) for the purchase of five vehicles to be operated on CNG. The Purchasing Department advises that the Department's Central Shops is in the process of acquiring and converting these five gasoline-powered vehicles to generate as CNG vehicles to be operated on CNG. These vehicles will be used by the District Attorney's Office, the Sheriff's Department and the Animal Care and Control Department. According to the Purchasing Department, a sixth CNG vehicle is already being used by the Department of Public Works.

The Purchasing Department advises that it has also received approval for grant funding from SFCTA in the amount of \$493,000 for the establishment of a CNG fueling facility. The Purchasing Department anticipates that construction of this facility will begin by the end of this fiscal year and will be completed in approximately one year.

Until such time as the above noted facility is operational, the Purchasing Department is proposing to enter into an agreement with PG&E for the use of a PG&E CNG fueling facility to fuel the City's CNG vehicles. The term of the agreement would be for approximately six to nine months. PG&E would bill the Purchasing Department once a month for the cost of the CNG. These costs would be paid for initially from the Central Shops operating fund and the Purchasing Department would then bill the work orders from the various departments which are using the CNG vehicles. The Purchasing Department advises that the cost of a therm (the unit of measure) of CNG under the agreement with PG&E will be approximately \$0.50. Central Shops estimates that each CNG vehicle will use approximately 50 therms per month for a total of approximately \$25 per month each. The Purchasing Department reports that PG&E requires that the proposed agreement include a clause which provides that the City holds PG&E harmless from damages resulting from the performance

BOARD OF SUPERVISORS
BUDGET ANALYST

of said agreement. The hold harmless clause would provide that the City accepts all risks related to the operation and fueling of the City's CNG vehicles at PG&E's CNG fueling facility and that the City holds PG&E and its employees harmless from any and all damages or injuries resulting from the fueling of the City's CNG vehicles, with the exception of damages or injuries caused by the sole negligence or willful misconduct of PG&E.

Comment: Mr. Preston Tom of the City Attorney's Office advises that he has suggested a relatively minor change in the proposed hold harmless agreement, which would change a portion of the agreement to read "with the exception of damages or injuries caused by the negligence, instead of the sole negligence or willful misconduct of PG&E. However, Mr. Tom advises that without this proposed change it would still be reasonable for the City to enter into the proposed hold harmless agreement with PG&E as it is currently drafted. The Purchasing Department advises that, based on discussions with PG&E regarding Mr. Tom's suggested change to the agreement, an Amendment of the Whole to the proposed agreement may be introduced at the Government Efficiency Labor Committee meeting on November 3, 1993.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 19 - File 172-93-41

Department: Public Utilities Commission (PUC)
Water Department

Item: Resolution authorizing the Public Utilities Commission to enter into an agreement, that includes indemnification (hold harmless) provisions, with Stoner Associates, Inc. for the use of the Stoner Workstation Service (software).

Description: The PUC reports that the Water Department is proposing to enter into a software license agreement with Stoner Associates, Inc. to acquire computer software which will provide interactive computer modeling of the Department's water transmission and distribution systems. The Water Department reports that under this agreement, the Department would pay a one-time charge of \$90,000 for the software and training and an annual maintenance and technical support charge of \$10,000. These costs would be paid for by departmental operating funds budgeted in the Department's FY 1993-94 budget.

According to the PUC, this software would enable the Water Department to operate its water transmission and distribution systems more efficiently and to plan and investigate proposed modifications and improvements to its water and distribution systems.

Mr. Joe Pelayo of the Water Department reports that the proposed software would provide the Department with a means of (1) testing/checking water quality, velocity, pressure and flow on a computer model of its water transmission and distribution systems prior to making adjustments on the actual systems and (2) introducing new conditions which can be tested on a computer model of its transmission and distribution systems prior to making any modifications or improvements to the actual systems. According to Mr. Pelayo, the Department's current software limits the types and number of water pipes that can be included in the computer model. As such, the Department currently does not have access to a complete computer model of its water transmission and distribution systems. Additionally, Mr. Pelayo states that the proposed software will display information on the computer screen in contrast to a computer printout as is the case with the Department's current software.

The PUC reports that Stoner Associates, Inc. would provide the needed software under a software license agreement, which includes a provision that the City will hold Stoner Associates,

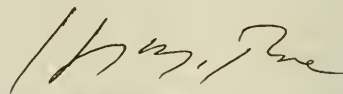
BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 3, 1993 Government Efficiency and Labor Committee Meeting

Inc. harmless in connection with this agreement. The hold harmless provision would require that the City hold Stoner Associates Inc. harmless from (1) actions, proceedings, suits, or other issues of liability arising out of the accuracy of the data input by the Water Department, (2) negligent or improper use of the software by the Water Department, or (3) interpretation or application of results obtained from the software information by the Water Department.

Comment: Mr. John Roddy of the City Attorney's Office advises that it is reasonable for the City to enter into the hold harmless agreement as drafted.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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BUDGET ANALYST

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, NOVEMBER 17, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
 - (a) File 94-93-9. [Grant – State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$51,545,356 from Propositions 108 and 116 Bond funding for four San Francisco Municipal Railway Capital Projects and an equal amount of Regional and local matching funds. (Public Utilities Commission)
(Continued from 11/3/93)
 - b) File 146-93-35.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, Division of Tuberculosis Control, to accept and expend a new grant in the amount of \$2,511,293, which includes indirect costs in the amount of \$80,024, based on twenty percent of salaries and a required match in the amount of \$828,726, which is sixty-seven percent of direct costs, from the existing City and County ad valorem funds for the Division of Tuberculosis Control for Fiscal Year 1993-94, for tuberculosis control services for the residents of San Francisco. (Department of Public Health)
 - (c) File 133-93-1.1. [Grant – State Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to accept and expend \$163,875, from the Transportation Fund for Clean Air in the Bay Area for a Traffic Signal Patrol Program and a Bicycle Locker Program; waiving indirect costs. (Department of Parking and Traffic)
 - (d) File 140-93-3. [Grant – Federal Funds] Resolution authorizing the San Francisco Fire Department to accept and expend \$7,600 from the United States Fire Administration to develop computer software for the Arson Early Warning System, including \$400 for indirect costs; ratifying action previously taken. (Fire Department)
 - (e) File 147-93-11. [Grant– State Funds] Resolution authorizing the City Librarian to accept and expend \$18,215 in funds available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for the creation of Online Chinese Language Bibliographic Records for the Fiscal Year 1993/94; indirect costs for five percent are included in the budget of this grant. (Public Library)
 - (f) File 192-93-3.1. [Grant – State Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to accept and expend a grant in the amount of \$85,000 of California Clean Air and Transportation Improvement Act of 1990 (State Proposition 116) Funds, which include indirect costs of \$8,500 or ten percent (10%) of project costs, for signage to delineate commuter bicycle routes throughout the City and County of San Francisco. (Department of Parking and Traffic)

- (g) File 192-93-6. [Grant – Federal Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to retroactively apply for, accept, and expend up to \$1,523,800 in Federal Funds for the replacement of Traffic Signal Control Equipment and Traffic Signal Retiming within Van Ness Avenue–Lombard Street signal system, within the North of Market signal system, within the Market Street signal system, and within the 19th Avenue signal system, foregoing reimbursement of indirect costs. (Department of Parking and Traffic)

ACTION:

REGULAR CALENDAR

2. File 25-93-25. [Contracting Out City Services] Resolution concurring with the Controller's certification that security services at Candlestick Park can be practically performed by private contractor for a lower cost than similar work services performed by City and County employees. (Recreation and Park Department) (Continued from 11/3/93)

ACTION:

3. File 47-93-9. [Performing Arts Garage] Ordinance approving form of Performing Arts Garage management agreement and bidding documents and authorizing Director of Property to request bids for management of Performing Arts Garage using those documents. (Department of Parking and Traffic) (Continued from 11/3/93)

ACTION:

4. File 51-93-3. [Employee Claims] Transmitting claims from various departments for reimbursement for personal property damaged and/or stolen in the line of duty. (Various)

(JULY, AUGUST, SEPTEMBER)

ACTION:

5. File 97-93-55. [Professional Membership] Ordinance amending the Administrative Code by amending Section 16.6-5 thereof, to authorize the Public Utilities Commission, and departments thereunder, to join various organizations. (Public Utilities Commission)

ACTION:

6. File 97-93-61. [City Planning Membership in Various Organizations] Ordinance amending Administrative Code by amending Section 16.6-13 to provide for Department of City Planning membership in various organizations and to change names of given organizations to reflect current organizational titles. (Department of City Planning)

ACTION:

7. File 61-93-6. [Contract Award Extension, Treat Avenue] Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2100, 8-Inch Ductile Iron Main Installation in Treat Avenue between 20th Street and 26th Street. (Public Utilities Commission)

ACTION:

8. File 172-93-42. [Indemnification Agreement] Resolution authorizing the Department of Public Health to enter into an indemnification agreement with Travelers Aid for the purposes of using Travelers Aid Facility in the provision of medical services. (Department of Public Health)

ACTION:

9. File 172-93-43. [Indemnification Agreement, Wilderness Youth] Resolution authorizing the Police Department to execute an indemnification agreement with the San Francisco Unified School District for the conduct of Wilderness Youth Programs as part of the middle school law enforcement program and the "M-Power" Project. (Police Department)

ACTION:

10. File 93-93-15. [MOU Amendment, Transport Workers, Local 250-A] Ordinance fixing schedules of compensation, to be paid under the provisions of Charter Section 8.404 to employees occupying classification 9163 Transit Operator and related trainee class, and incorporating by reference amendments to the Memorandum of Understanding, provisions hereof to remain in effect until the adoption of any ordinance establishing different provisions.

ACTION:

CLOSED SESSION

11. File 45-93-71. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Beth Costella against the City and County of San Francisco by payment of \$10,000. (City Attorney)

ACTION:

12. File 45-93-78. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Mary P. Evans against the City and County of San Francisco by payment of \$15,000. (City Attorney)

ACTION:

13. File 45-93-79. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Robert Anderson against the City and County of San Francisco by payment of \$8,000. (City Attorney)

ACTION:

14. File 45-93-80. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Joseph Cattolica against the City and County of San Francisco by payment of \$35,000. (City Attorney)

ACTION:

15. File 45-93-81. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Alan Chan and Winnie Chan against the City and County of San Francisco by payment of \$27,896.20. (City Attorney)

ACTION:

16. File 45-93-82. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Flora Quock, et al., against the City and County of San Francisco by payment of \$40,000 and injunctive relief estimated at \$10,000. (City Attorney)

ACTION:

17. File 45-93-83. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of James and Sharon Ludtke against the City and County of San Francisco by payment of \$150,000. (City Attorney)

ACTION:

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November 15, 1993

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: November 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-93-9

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of November 3, 1993.

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$51,545,356 from State Propositions 108 and 116 Rail Bond funding, and an equal amount of Regional and local matching funds, for four San Francisco Municipal Railway Capital Projects.

Grant Amount: \$51,545,356

Source of Funds: State Propositions 108 and 116 Rail Bond Funds - made available through the California Transportation Commission

Projects:

1. Light Rail Vehicle Purchase
2. F-Market/Embarcadero Streetcar Line and Presidential Cable Car (PCC) Streetcars
3. Electric Trolley Bus Purchase
4. MUNI Metro Subway Signal System

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Bromfield
1105
Calif
9410

Memo to Government Efficiency and Labor Committee
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Description: The proposed grant funds would be used to support the four above noted projects. The PUC reports that these projects are included in the MUNI Short Range Transit Plan and the San Francisco Congestion Management Plan.

Required Match: \$51,545,356 (Transportation Sales Tax Revenues from the San Francisco Transportation Authority and Metropolitan Transportation Commission Funds)

Indirect Costs: None. The State grantor does not permit these grant funds to be used for indirect costs.

Comment: The PUC has requested that this item be continued to the Government Efficiency and Labor Committee meeting to be held on December 1, 1993 in order to allow the Department additional time to provide descriptions of the projects and the budget details for the projects.

Recommendation: Continue the proposed resolution, as requested by the PUC.

Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-93-35.1

Department: Department of Public Health (DPH),
Bureau of Epidemiology and Disease Control

Items: Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, Division of Tuberculosis Control, to accept and expend a new grant in the amount of \$2,511,293 from the Centers for Disease Control, which includes indirect costs in the amount of \$80,024, based on 20 percent of salaries and a required match in the amount of \$828,726, which is 67 percent of direct costs, from the existing City and County ad valorem funds for the Division of Tuberculosis Control for FY 1993-94, for tuberculosis control services for the residents of San Francisco.

Grant Amount: \$2,511,293

Grant Period: February 1, 1993 to January 31, 1994

Source of Funds: Centers for Disease Control (CDC)

Project: Tuberculosis Control Services for San Francisco Residents

Description: The proposed grant funds would support the development and establishment of a model tuberculosis (TB) prevention and control center. This model TB prevention and control center would be implemented in partnership with the University of California at San Francisco (UCSF) and with community-based organizations. The center would provide comprehensive TB surveillance, and diagnostic and treatment services for at-risk populations in San Francisco. The center would also serve as a regional resource for TB control programs and for training and education of TB providers and other relevant groups.

In implementing this proposed center, the role of the DPH would be: (1) to provide direct services, including TB-related therapy; (2) to improve and provide training for personnel at community-based organizations and other sites, such as the County jail, homeless shelters, social service agencies, etc.; and (3) to provide a Director for the UCSF training center.

UCSF would provide the following programs with these grant monies:

- The Surveillance/Computer Project to assist the DPH to generate data to support the development and control of

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Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

local TB intervention, to evaluate the training center, and to assist DPH's laboratory with participation in the Federal Public Health Information System for rapid monitoring of diseases of Public Health significance;

- The Infection Control/Hazard Evaluation Program to provide the expertise to assist both Health Department and other institutions, such as homeless shelters or county jails, to evaluate their existing buildings and building modifications with the intent of reducing the likelihood of transmission of TB;
- The Epidemiology Directly Observed Therapy Outreach Training component to train Outreach Workers and Disease Control Investigators to assist both in improving epidemiologic investigation and in implementing directly observed therapy programs in San Francisco and surrounding counties;
- The DNA Project to research the use of DNA fingerprinting in the investigation of outbreaks of TB;
- The improvement of laboratory services to enable the DPH laboratory to move to rapid susceptibility testing for TB and rapid TB species identification; and
- A Training Center to train professionals and paraprofessionals from Northern California in techniques for managing and investigating TB.

DPH Budget:

Personnel

Senior Health Educator	\$59,090	
Health Prog. Coordinator. III	48,178	
Medical Social Worker	54,914	
Assistant Health Educator	45,623	
Management Information Specialist III	47,486	
Disease Control Investigator	42,439	
Secretary II	36,566	
Public Service Aids Adm.	<u>65,824</u>	
Subtotal Salaries		\$400,120
Fringe Benefits at 27 percent		<u>108,032</u>
Total Personnel		\$508,152
<u>Indirect Costs</u> (20% salary)		80,024
<u>Materials and Supplies</u> (10 staff @ \$840 each)		8,400
<u>Travel</u> (10 staff @ \$720 each)		7,200

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Equipment

Telephones (10 phones at \$432 each annually)	\$4,320	
Telephones initial installation (10 @ \$108 each)	1,080	
Computers (3 @ \$4,333 each)	13,000*	
Printers (4 @ \$750)	3,000	
Facsimile Telecommunications Machine	2,000	
Photocopy Machine	<u>4,500</u>	
Total Equipment		\$27,900
*See Comment No. 6		

Other

Client Incentives (bus tokens and food vouchers totaling approximately \$10 for 50 people two times per week for five weeks)		
		<u>5,000</u>

Total DPH Budget (Contractual Services) \$636,676

UCSF Contractor Services (see below) 1,874,617

TOTAL GRANT AMOUNT \$2,511,293

UCSF Contract Services Budget:

Surveillance/Computer Project

Personnel	\$142,751	
Fringe Benefits (25%)	<u>35,058</u>	
Salary and Benefits		\$177,809
Travel		2,000
Equipment		12,000
Supply		<u>2,000</u>
		\$193,809

Infection Control/Hazard Evaluation

Personnel	\$130,000	
Fringe Benefits (27%)	<u>34,671</u>	
Salary and Benefits		164,671
Travel		6,000
Equipment		9,300
Supply		<u>1,550</u>
		181,521

Epidemiology Directly Observed Therapy Outreach

Personnel	\$234,087	
Fringe Benefits (27%)	<u>62,431</u>	
Salary and Benefits		296,518
Travel		3,000
Supply		500
Other		<u>2,000</u>
		302,018

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BUDGET ANALYST

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DNA Project

Personnel	\$77,388	
Fringe Benefits (27%)	<u>20,639</u>	
Salary and Benefits		\$98,027
Travel		5,000
Equipment		21,600
Supply		<u>12,900</u>
		\$137,527

Improving Laboratory Services

Personnel	\$136,112	
Fringe Benefits (27%)	<u>36,301</u>	
Salary and Benefits		172,413
Equipment		18,000
Supply		<u>52,000</u>
		242,413

Training Center

Personnel	\$362,983	
Fringe Benefits (24%)	<u>88,812</u>	
Salary and Benefits		451,795
Travel		8,000
Equipment		46,000
Supply		25,000
Other		<u>162,925</u>
		<u>693,720</u>

Subtotal, UCSF Costs (Direct Costs) \$1,751,008

UCSF Indirect Costs (at 8 percent of direct costs) 123,609

TOTAL UCSF COSTS \$1,874,617

TOTAL DPH BUDGET 636,676

TOTAL GRANT AMOUNT \$2,511,293

Required Match: \$828,726, or 59.8 percent of the total direct costs for the project (see Comment 2). These funds would be provided from the DPH's existing budget.

No. of Persons Served:

Population of San Francisco and Northern California

Indirect Costs: \$80,024, based on 20 percent of DPH salaries

Comments:

1. The local match of \$828,726 would be provided from the Department's existing FY 1993-94 budget for tuberculosis control, according to Dr. Gisela Schecter of the DPH.

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2. The DPH's entire direct costs supported by this grant are \$556,652 (total DPH costs of \$636,676 less DPH indirect costs of \$80,024). The total DPH direct costs for this project, including the grant funds of \$556,652 required local match, are \$1,385,378 including the \$828,726 required match. The required match of \$828,726 represents 59.8 percent of these total direct costs. However, the proposed resolution states that the local match of \$828,726 represents 67 percent of the total direct costs. Therefore, the proposed resolution should be amended to reflect that the local match of \$828,726 represents 59.8 percent of DPH direct costs, rather than 67 percent.
3. The proposed grant would be a first time, on-going grant from the CDC. These funds were made available by the United States Congress, Dr. Schecter reports, because TB is becoming an increasing problem in the United States. The DPH has received other grant funds from the CDC since 1982 for tuberculosis control.
4. The grant would support ten new full-time positions. According to the DPH, if this grant were reduced or terminated, personnel would be reduced or terminated accordingly.
5. UCSF was selected as a sole source contractor for this proposed grant because the terms of application from UCSF provided that a County Health Department must submit an application in cooperation with a medical school or school of public health, Dr. Schecter advises. Although the DPH was the actual grant applicant, and therefore UCSF is the contractor, the two organizations worked cooperatively to submit the application. Implementation of this project cooperatively by the DPH and UCSF is a requirement of the grant award by the CDC, according to Dr. Schecter.
6. The three computers included in the DPH's budget fall under the Electric Information Processing Steering Committee (EIPSC) "Rule of 20", whereby departments are exempt from EIPSC approval for the purchase of the first 20 computers, EIPSC reports.
7. This proposed grant includes indirect costs of \$80,024, based on 20 percent of salaries, at \$400,120 not including fringe benefits.
8. The Department has completed a Disability Access Checklist, which is in the file.

9. A Summary of Grant Request Form, as prepared by the DPH, is attached.

Recommendations: Amend the proposed amendment to reflect that the local match of \$828,726 represents 59.8 percent of DPH direct costs, rather than 67 percent.

Approve the proposed resolution, as amended.

Center for Disease Control and Prevention Division Community Public Health Services
 Contact Person Elizabeth M. Taylor Section BEDC, TB Control
 Address 255 E. Paces Ferry Rd. N.E. Rm. 300 Contact Person Dr. Fran Taylor/Gisela Schecter
Mail Stop E14, Atlanta GA 30305 Telephone G. Schecter (415) 206-8524
 Amount Requested \$ 2,511,293 Application Deadline 8/2/93
 Term: From 2/1/93 To 1/31/94 Notification Expected 9/1/93
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to ~~apply for~~ (accept and expend) a (new) ~~construction~~ ~~grant~~ ~~in the amount of \$2,511,293~~ from the period of 2/1/93 to 1/31/94
 (Circle appropriate words) to provide assistance in the reduction and control of tuberculosis services.

II. Summary: (context/history; need addressed; number + group served; and providers)

The grant request is to develop and establish a model tuberculosis (TB) prevention and control center in partnership with a licensed medical school and Community Based Organizations. The center would provide comprehensive tuberculosis surveillance, and diagnostic and treatment services for at risk populations in San Francisco. Additionally, the center would serve as a regional resource for tuberculosis control programs and for training and education of tuberculosis providers and other relevant groups at all levels.

III. Outcomes/Objectives:

Increase the knowledge of providers about TB and TB transmission in order to improve care and decrease transmission of TB. Establish a training center for City providers, also accessible to Northern California providers. Improve and intensify methods for contact investigation around cases of TB in the homeless, drug users, or other high risk groups in order to intervene with prophylactic medicine and transfer these methods to surrounding areas in which San Francisco cases often arise.

IV. Effects of Reduction or Termination of These Funds:

A less informed provider community which would result in decrease patient care and increased transmission of TB, including Multiple Drug Resistant TB. Less complete contact investigations, which would miss contacts who will go on to develop active TB. More future cases of TB.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved by
	Two Years Ago	Part Year/Orig.	Proposed	Change		
Grant Amount			2,511,293		828,726	
Personnel			508,153		610,346	
Equipment			27,900		0	
Contract Svc.			1,874,616		80,576	
Mat. & Supp.			8,400		114,057	
Facilities/Space			0		0	
Other			12,200		23,747	
Indirect Costs			80,024			

VI. Direct Personnel

(See attached sheet)

VII. Personnel

F/T CSC			10		
P/T CSC					
Contractual			21.75		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, by placement in ad valorem positions.

VIII. Contractual Services: Open Bid _____ Sole Source X (Indicate with checkmark in box)

Item 1c - File 133-93-1.1

Department: Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Department of Parking and Traffic to accept and expend \$163,875 from the Bay Area Air Quality Management District Transportation Fund for programs and projects in the Bay Area to reduce air pollution from motor vehicles; waiving indirect costs.

Grant Amount: \$163,875

Grant Period: August 1, 1993 through July 31, 1995 - Although the grantor has allowed two years for the expenditure of the proposed grant funds, the DPT advises that the projects will be completed in one year.

Source of Funds: Bay Area Air Quality Management District (BAAQMD)
State Transportation Fund for Clean Air

Projects: Traffic Signal Timing Patrol Project

Bicycle Locker Project

Description: The Board of Supervisors previously approved legislation authorizing the Chief Administrative Officer (CAO) to apply for the proposed State grant funds from the State Transportation Fund for Clean Air for the DPT's two above-noted projects (File 133-93-1). The DPT reports that the Traffic Signal Timing Patrol Project would provide for a full time Electrician for one-year who would be placed on patrol throughout the City to detect and repair malfunctioning traffic signals that could cause traffic delays. The Traffic Signal Timing Patrol Program would also include a telephone message line which would take public complaints and suggestions regarding traffic signal problems and suboptimal traffic signal timings. The DPT's estimated budget of \$104,500 for this project, is detailed below:

Traffic Signal Timing Patrol Project - \$104,500

Electrician (1 FTE)	\$58,000
Fringe Benefits (29%)	17,000
One clean fuel service truck*	25,000
Laptop Computer	2,000
Cellular telephone	1,400
Telephone answering machine	100
Marketing program	<u>1,000</u>

Total - Traffic Signal Timing Patrol Project \$104,500

*A clean fuel service truck is a truck which operates on compressed natural gas or electricity.

The DPT advises that the Bicycle Locker Project would entail the purchase and installment of 50 bicycle lockers in City parking garages and other sites located at or near major employment centers and at major transit hubs such as Caltrain, BART, and inter-city commute bus terminals. The objective of this Project is to decrease the number of employees who drive to work by encouraging the use of bicycles, thereby improving air quality. The proposed \$59,375 grant from the Bay Area Air Quality Management District would fund approximately 54.8 percent of the \$108,375 total cost of this Project. The Metropolitan Transportation Commission (MTC) would fund the remaining \$49,000 or 45.2 percent (\$108,375 less \$59,375). The details of this \$108,375 Project are as follows:

Bicycle Locker Project - \$59,375

Bicycle Lockers (50 @ \$1,500 per locker)	\$75,000
Sales Tax on lockers (4.25%)	6,375
Installation	20,000
Marketing and promotion	2,000
Program monitoring	<u>5,000</u>
Total Project Cost	\$108,375
Less MTC Funding	<u>49,000</u>

Total - Bicycle Locker Project \$59,375

Grand Total of both Projects \$163,875

Indirect Costs:

The grantor does not allow for payment of indirect costs. Therefore, the proposed resolution would waive indirect costs.

Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

Required Match: None

Comments:

1. As noted above, the proposed grant has a start-up date of August 1, 1993. The DPT advises that no expenditures have been incurred against the proposed grant funds. Therefore, retroactive approval of the proposed resolution is not required.
2. A grant summary for each of the two projects, as prepared by the DPT, for the proposed grant funds are attached.
3. The Disability Access Checklist which was prepared by the CAO's Office is included in the Board's file.

Recommendation: Approve the proposed resolution.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PARKING AND TRAFFIC

Contact Person: GERALD ROBBINS Telephone: 554-2343

Project Title: TRAFFIC SIGNAL PATROL PROGRAM

Grant Source: AB434 - BAAQMD

Proposed (New / Continuation) Grant Project Summary:

This project will establish a Traffic Signal Patrol program which would identify and correct malfunctioning and improperly timed traffic signals. The program would allow the city to be pro-active in maintaining and improving traffic signal operations by dedicating one traffic signal electrician and one half-time traffic engineer to identifying and implementing signal timing improvements designed to reduce emissions.

Amount of Grant Funding Applied for: 104,500

Maximum Funding Amount Available: 104,500

Required Matching Funds: NONE

Number of Positions Created and Funded: ONE

Amount to be Spent on Contractual Services: NONE

Will Contractual Services be put out to Bid? NO

Grant Application Information Form
Page 2

Term of Grant: 1 $\frac{1}{2}$ yrs.

Date Department Notified of Available funds: 1-16-93

Application Due Date: 4-30-93

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PARKING AND TRAFFIC
Contact Person: PETER TANNER Telephone: 554-2351
Project Title: BICYCLE LOCKERS
Grant Source: AB434 - BAAQMD
Proposed (New / Continuation) Grant Project Summary:

The City will purchase and install bicycle lockers, accommodating not less than 50 bicycles, at commuter oriented sites such as major employment centers, city parking garages, and at major transit hubs for bicycle/transit intermodal trips, such as CalTrain, BART and inter-city commute bus terminals.

Amount of Grant Funding Applied for: \$ 59,375
Maximum Funding Amount Available: \$ 59,375
Required Matching Funds: \$ 49,000
Number of Positions Created and Funded: NONE
Amount to be Spent on Contractual Services: NONE
Will Contractual Services be put out to Bid? NO

Grant Application Information Form
Page 2Attachment
Page 4 of 4

Term of Grant: 1 $\frac{1}{2}$ yrs.

Date Department Notified of Available funds: 1-16-93

Application Due Date: 4-30-93

Item 1d - File 140-93-3

Department: Fire Department

Item: Resolution authorizing the San Francisco Fire Department to accept and expend \$7,600 from the United States Fire Administration to develop computer software for the Arson Early Warning System, including \$400 for indirect costs; ratifying action previously taken.

Grant Amount: \$8,000 (see Comment #1)

Grant Period: October 1, 1993 through December 31, 1993. (see Comment #2)

Source of Funds: United States Fire Administration

Project: Arson Early Warning System

Description: The proposed grant funds would be to modernize the Arson Early Warning System. The Arson Early Warning System is designed to profile potential properties that appear susceptible to an arson fire (high vacancy rates, state of disrepair). Once these properties are identified, various public records must be accessed such as liens, code violations, tax delinquency information, alteration permits, etc. At present, it takes considerable time to extract the necessary information from existing limited public records, according to Mr. Richard Bracco of the Fire Department.

Mr. Bracco advises that the development of a computer module to computerize the retrieval of this information and to perform analysis and profiles, will enhance the Fire Department's ability to track problem properties.

Budget:	Contractual Services	\$7,600
	Indirect Costs	<u>400</u>
	Total	\$8,000

Required Match: None

Indirect Costs: Five percent or \$400, of total grant

Comments: 1. The title of the proposed resolution includes language that would authorize the San Francisco Fire Department to accept and expend grant funds in the amount of \$7,600, including \$400 for indirect costs. However, the actual amount of the

grant awarded to the San Francisco Fire Department is \$8,000. Therefore, the proposed resolution should be amended to authorize the San Francisco Fire Department to accept and expend funds in the amount of \$8,000, including \$400 for indirect costs.

2. The grant period for the subject grant started on October 1, 1993. Therefore, the proposed resolution includes language which would ratify action previously taken.

3. The San Francisco Fire Department previously applied for this grant without receiving authority from the Board of Supervisors. Therefore, the proposed resolution should be amended to authorize the Fire Department to apply for the subject grant funds.

4. Mr. Bracco advises that the Fire Department has not yet selected a contractor to develop computer software for the Arson Early Warning System. Therefore, \$7,600 should be placed on reserve pending the submission of contract cost details, the selection of the contractor, and the MBE/WBE status of the contractor.

5. The Grant Application Form prepared by the Fire Department is attached.

6. The Fire Department has completed a Disability Access Checklist which is in the file.

Recommendations: 1. Amend the proposed resolution to authorize the San Francisco Fire Department to accept and expend funds in the amount of \$8,000 (rather than \$7,600), including \$400 for indirect costs.

2. Amend the proposed resolution to authorize the Fire Department to apply for, accept, and expend the subject grant funds.

3. Amend the proposed resolution by placing \$7,600 on reserve pending the submission of contract cost details, the selection of the contractor, and the MBE/WBE status of the contractor.

4. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: SAN FRANCISCO FIRE DEPARTMENT

Contact Person: RICHARD BRACCO Telephone: (415) 861-8000x3

Project Title: ARSON-EARLY WARNING SYSTEM

Grant Source: UNITED STATES FIRE ADMINISTRATION

Proposed (New / Continuation) Grant Project Summary:

The purpose of this funding is to modernize the Arson Early Warning System. The Arson Early Warning System is designed to profile potential properties that appear to be "Set-up" for an Arson Fire. Once these properties are identified, various public records must be accessed such as, liens, code violations, tax delinquency information, alteration permits, etc. At present the necessary information is extracted from existing limited public records and is painstakingly slow.

The development of a computer module to computerize the retrieval of this information and to perform analysis and profiles, will greatly enhance and improve our ability to track problem properties and to prevent arson. The addition of this information will give fire investigators a very broad and current information network that will assist them in the performance of their duties.

Amount of Grant Funding Applied for: \$8000.00

Maximum Funding Amount Available: \$8000.00

Required Matching Funds: NONE

Number of Positions Created and Funded: NONE

Amount to be Spent on Contractual Services: \$8000.00

Will Contractual Services be put out to Bid? Unknown

Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1e - File 147-93-11

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend a Federal grant for the creation of online Chinese language bibliographic records for fiscal year 1993-94; indirect costs of five percent are included in the budget of this grant.

Grant Amount: \$18,215

Grant Period: October 1, 1993 through September 30, 1994 (see Comment #1)

Source of Funds: Federal Library Services and Construction Act (LCSA) funds, administered through the California State Library

Project: On-line Chinese Language Bibliographic Records System

Description: In February 1993, the Board of Supervisors authorized the Public Library to apply for the subject grant funds (File 147-93-1). The proposed resolution would authorize the City Librarian to accept and expend Federal grant funds to create online bibliographic databases that serve ethnically and culturally diverse populations, and non-English speaking populations. Specifically, the proposed grant funds would be used for San Francisco's Chinese language reading population to have access to online bibliographic records related to Chinese language reading materials.

The Public Library reports that during FY 1991-92, 261,000 books and materials in the Chinese language were circulated from the Public Library. The proposed grant funds would assist the Public Library in meeting the needs of the Chinese community by enabling the community to access online bibliographic records in the Chinese language.

Budget: Personnel

3616 Library Technical Assistant (.16 FTE)	\$6,246	
Fringe Benefits (28%)	<u>1,762</u>	\$8,008

Operating Costs

Contractual Services	\$9,290	
Postage	<u>50</u>	\$9,340

BOARD OF SUPERVISORS
BUDGET ANALYST

Total Direct Costs	\$17,348
Indirect Costs (5% of total direct costs)	<u>\$867</u>
Total Proposed Grant	\$18,215

Required Match: None

Indirect Costs: Five percent or \$867, of total direct costs.

Comments: 1. Although the grant period for the subject grant funds started on October 1, 1993, Ms. Mary Landgraf of the Public Library advises that no funds have been expended on the Chinese Language Bibliographic Records System. Therefore, the proposed resolution does not need to be amended to ratify any action previously taken.

2. Ms. Landgraf advises that contractual services will consist of converting 2,000 card files for Chinese language book titles into an electronic format for tapeload into the Library's computer system. These services will be provided by the Cooperative Library Agency for Systems and Services - Asian Shared Information and Access (CLASS-ASIA). Ms. Landgraf advises that the State has required the use of CLASS-ASIA as the vendor to provide the above-mentioned contractual services as a stipulation in the grant.

3. The Public Library has completed a Disability Access Checklist which is in the file.

4. The Grant Application Information form prepared by the Public Library is attached.

Recommendation: Approve the proposed resolution.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Library

Contact Person: Mary Landgraf, Assistant Chief of Telephone: 557-4340

Project Title: Technical Services

Grant Source: Creation of Online Chinese Language Bibliographic Records

Proposed (New / Library Services & Construction Act (awarded through State Library
Continuation) Grant Project Summary:

To create online bibliographic records, in the vernacular as well as
transliteration, for Chinese language book in the collections of the
San Francisco Public Library so that these books will be accessible through
the Library's online catalog by author, subject, and title at the Main
Library and 26 branches.

Amount of Grant Funding Applied for: \$18,215

Maximum Funding Amount Available: \$18,215

Required Matching Funds: 0

Number of Positions Created and Funded: 1 PT 3616 Library Tech. Assistant

Amount to be Spent on Contractual Services: \$9340

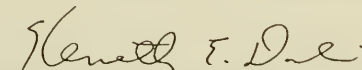
Will Contractual Services be put out to Bid? no

Term of Grant: October 1, 1993 to September 30, 1994Date Department Notified of Available funds: August 1993Application Due Date: June 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

LSCA, Title III, funds are allocated for interlibrary cooperation, networking and resource sharing. Grants are awarded to libraries whose projects will contribute toward meeting local and statewide needs, will benefit more than one library, and will contribute to the implementation of the LSCA Long-Range Program for furthering multi-type library cooperation, resource-sharing and network development in California. Projects for the retrospective conversion of bibliographic records must show a statewide benefit and a commitment to making the records available for statewide use.

Under the State Library's guidelines, projects that meet the specific criteria for funding under LSCA, Title III, are those projects that will support services to the underserved, such as, children, non-English speaking, and ethnically and culturally diverse populations, and those projects that develop network products that identify resources and their location, and make those resources available for regional and statewide sharing through State funded interlibrary loan and universal borrowing programs.

Department Head Approval

Item 1f - File 192-93-3.1

Department: Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Executive Director of the Department of Parking and Traffic to accept and expend a grant in the amount of \$85,000 of California Clean Air and Transportation Improvement Act of 1990 (Proposition 116) funds, which includes indirect costs of \$8,500 or 10 percent of project costs, for signage to delineate commuter bicycle routes throughout the City and County of San Francisco.

Grant Amount: \$85,000

Grant Period: Two years from date of receipt of grant funds

Source of Funds: State Clean Air and Transportation Improvement Act of 1990 (Proposition 116)

Project: Signage for bicycle commuter routes

Description: In June, 1990, California voters approved Proposition 116, which included \$20 million designated for bicycle programs State-wide.

The Board of Supervisors previously approved legislation authorizing the DPT to apply for the proposed grant funds (File 192-93-3). The proposed resolution would authorize the Department of Parking and Traffic to accept and expend \$85,000 in Proposition 116 grant funds to designate certain San Francisco streets as commuter bicycle routes.

Budget: The DPT's estimated budget for the proposed grant funds is detailed below:

<u>Personnel</u>	<u>FTE</u>	
Sign Installer	0.41	\$23,000
Sign Surveyor	0.07	4,250
Sign Supervisor	0.04	3,000
Engineer	<u>0.06</u>	<u>4,250</u>
Subtotal	0.58	\$34,500

<u>Hardware and Materials</u>	
Signs (1,000 @ \$20 each)	\$20,000
Attachment Hardware (500 @ \$44 each)	<u>22,000</u>
Subtotal	42,000

<u>Indirect Costs</u>	<u>\$8,500</u>
Total	\$85,000

Required Match: None

Indirect Costs: Indirect costs are included in the amount of \$8,500, based on ten percent of total project costs of \$85,000.

Comments: 1. Mr. Peter Tannen, the Bicycle Coordinator in the Department of Parking and Traffic, reports that the terms of the grant program require that the grant funds be used to designate bicycle routes for use by commuters, rather than for recreational uses. Mr. Tannen states that the bicycle routes to be designated would facilitate bicycle commuting to business districts and educational institutions in San Francisco.

2. Mr. Tannen advises that the City's Bicycle Advisory Committee has recommended that certain City streets be designated as commuter bicycle routes. The Department of Parking and Traffic will publicize the proposed routes before designating them as commuter bicycle routes, and will hold at least one public hearing at which bicyclists and other interested parties can respond to the proposed routes and suggest improvements. Mr. Tannen states that the proposed bicycle routes would also be subject to approval by the City Planning Commission and would be incorporated into the Transportation Element of the City's Master Plan. Under the Charter, the City Planning Commission must notify the Board of Supervisors of all amendments to the Master Plan. However, designation of the proposed bicycle routes would not be subject to separate approval by the Board of Supervisors.

3. A Disability Access Checklist for the Department of Parking and Traffic is on file with the Clerk of the Board.

4. Attached is the Grant Application Information Form submitted by the Department of Parking and Traffic.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PARKING AND TRAFFIC
Contact Person: PETER TANNER Telephone: 554-2351
Project Title: COMMUTE BICYCLE ROUTE SIGNS
Grant Source: C.A. PROPOSITION 116

Proposed (New / Continuation) Grant Project Summary:

Project Description: Purchase and installation of bicycle commute route signage throughout the City to encourage bicycle commuting. Signage will delineate commute bicycle routes and also secure bicycle parking and transit connections.

Amount of Grant Funding Applied for: 85,000

Maximum Funding Amount Available: 85,000

Required Matching Funds: NONE

Number of Positions Created and Funded: NONE

Amount to be Spent on Contractual Services: NONE

Will Contractual Services be put out to Bid? No

Grant Application Information Form
Page 2

Term of Grant: 2 YEARS

Date Department Notified of Available funds: AUG 92

Application Due Date: NOV 92

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1g - File 192-93-6

Department: Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Department of Parking and Traffic to retroactively apply for, accept and expend up to \$1,523,800 in Federal funds for the replacement of traffic signal equipment and for traffic signal retiming work within the Van Ness Avenue/Lombard Street signal system, the North of Market signal system, the Market Street signal system and the 19th Avenue signal system, and foregoing reimbursement of indirect costs.

Grant Amount: Up to \$1,523,800

Grant Period: October 1, 1993 to September 30, 1994

Source of Funds: Federal Highway Administration - Congestion Management and Air Quality (CMAQ) funds

Project: Regional Traffic Signalization/Optimization (RTSO) Program

Description: The DPT reports that the RTSO Program involves (1) the replacement of outdated and deteriorating electro-mechanical signal controls with solid state electronic controls and (2) adjusting the signal timing patterns to meet the demands of traffic flow for both daytime and nighttime.

Budget:

<u>North of Market</u>			
<u>Personnel</u>	<u>FTE</u>		
Junior Traffic Engineer	2.19	\$100,000	
Electrician	1.80	100,000	
Subtotal	3.99	200,000	
Fringe Benefits (27%)		54,000	
Subtotal		254,000	
<u>Contractual (services and equipment)</u>		446,000	
Subtotal			\$700,000
<u>19th Avenue</u>			
<u>Personnel</u>			
Junior Traffic Engineer	0.40	\$18,400	
Electrician	0.33	18,400	
Subtotal	0.73	36,800	
Fringe Benefits (27%)		9,936	
Subtotal		46,736	
<u>Contractual (services and equipment)</u>		78,064	
Subtotal			124,800

Van Ness-Lombard

Personnel

Junior Traffic Engineer	1.10	\$50,000
Electrician	<u>0.90</u>	<u>50,000</u>
Subtotal	2.00	100,000
Fringe Benefits (27%)		<u>27,000</u>
Subtotal		127,000

Contractual (services and equipment) 335,000

Subtotal \$462,000

Market Street

Personnel

Junior Traffic Engineer	0.38	\$17,400
Electrician	<u>0.31</u>	<u>17,400</u>
Subtotal	<u>0.69</u>	34,800
Fringe Benefits (27%)		<u>9,396</u>
Subtotal		44,196

Contractual (services and equipment) 192,804

Subtotal 237,000

Total 7.41 \$1,523,800

The DPT advises that the personnel costs for the above-noted projects represent an estimate of the amount of staff time required for each project based on the DPT's prior experience with similar types of projects.

Required Match: None

Indirect Costs: Federal Highway Administration regulations do not permit these grant funds to be used for indirect costs. As such, the proposed resolution includes a provision to waive indirect costs.

Comments: 1. Mr. Jerry Robbins advises that the DPT has not, as yet, selected contractors for the necessary services and equipment for this project. Therefore, the proposed resolution should be amended to place a total of \$1,051,868 (\$446,000 for North of Market plus \$78,064 for 19th Avenue plus \$335,000 for Van Ness - Lombard plus \$192,804 for Market Street) for contractual services on reserve pending the DPT's selection of contractors, the MBE/WBE status of the contractors, and contract cost details.

2. Mr. Robbins advises that the DPT will use the grant funds earmarked for personnel to hire 2 FTE Junior Traffic Engineer positions and 2 FTE Electrician positions and to offset the cost of 1.34 FTE existing Electrician positions and 2.07 FTE existing Junior Traffic Engineer positions. According to Mr.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

Robbins, the four new positions would be time-limited positions and would be terminated when the proposed grant funds expire.

3. The DPT advises that the application for the proposed grant funds has already been submitted. As such, the proposed resolution includes a provision to apply for the proposed grant funds retroactively. As noted above, the proposed grant has a start-up date of October 1, 1993. However, the DPT advises that no expenditures have been incurred against the proposed grant funds. Therefore, the DPT does not require authorization to accept and expend these grant funds retroactively.

4. Attached is a grant summary, as prepared by the DPT, for the proposed grant project.

5. The DPT has prepared a Disability Access Checklist for the proposed grant project which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to place \$1,051,868 on reserve pending the DPT's selection of contractors, the MBE/WBE status of the contractors and the contract cost details, and approve the proposed resolution as amended.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Parking and Traffic

Contact Person: Jerry Robbins Telephone: 554-2343

Project Title: Regional Traffic Signalization/Optimization Program

Grant Source: Federal Highway Administration

Proposed (New) / Continuation) Grant Project Summary:

Install new traffic signal controllers and retime traffic signals on
Van Ness Avenue/Lombard Street
19th Avenue
North of Market Street
Market Street

Amount of Grant Funding Applied for: \$ 1,523,800

Maximum Funding Amount Available: \$7.1 million for Bay Area

Required Matching Funds: none

Number of Positions Created and Funded: 4

Amount to be Spent on Contractual Services: \$1,051,368

Will Contractual Services be put out to Bid? yes

Grant Application Information Form
Page 2

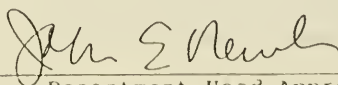
Term of Grant: 1993-October 1994

Date Department Notified of Available funds: March 1993

Application Due Date: April 15, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Traffic Signal upgrade projects within the Bay Area



Department Head Approval

Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

Item 2 - File 25-93-25

Note: This item was continued from the November 3, 1993 Government Efficiency and Labor Committee meeting.

Department: Recreation and Park Department

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be performed by a private contractor for a lower cost than similar work performed by City and County employees.

Services to be Performed: Security Services at Candlestick Park

Description: The Controller has determined that contracting for security services for Fiscal Year 1993-94 at Candlestick Park would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel Services	\$594,501	\$703,519
Fringe Benefits	<u>136,444</u>	<u>152,916</u>
Total	\$730,945	\$856,435
<u>Contracted Service Cost</u>	<u>300,000</u>	<u>300,000</u>
<u>Estimated Savings</u>	\$430,945	\$556,435

Comments: 1. Currently, five City employees (four Park Patrol Officers and one Head Park Patrol Officer) provide security services at Candlestick Park. Fiscal Year 1993-94 would be the first year a private contractor would provide security guard services at Candlestick Park.

2. The Recreation and Park budget for 1993-94 provides for four Park Patrol Officer positions through August 31, 1993 and funds for contractual security services beginning September 1, 1993. The four Park Patrol Officer positions were deleted effective August 31, 1993. However, until the contractor is finally selected the four Park Patrol Officer positions are being paid from temporary salary monies in the 1993-94 budget.

3. The Contracted Service Cost for the purpose of this analysis is based on the same hourly rate (\$10.00) charged in an existing security contract which the Recreation and Park Department has in place at the Zoo.

4. The Recreation and Park Department advises that the Purchasing Department, recently received four bids for the security services at Candlestick Park. Based on this competitive bid, the lowest bidder was Burns Security, at slightly less than \$10 per hour. Burns Security is a LBE, but is neither an MBE or WBE.

5. According to Mr. Phil Arnold of the Recreation and Park Department, security services at Candlestick Park, particularly on non-game days is inadequate. Mr. Arnold reports that by contracting out these security services, the Department expects to obtain increased security coverage. Mr. Arnold explains that currently the City is spending approximately \$200,000 to provide approximately 10,000 hours of security coverage (\$20 per hour), whereas by contracting out these services for \$300,000, the City could provide (at \$10 an hour) 30,000 hours of security coverage. In anticipation of contracting for security guard services at an increased level of services, the 1993-94 Recreation and Park Department budget, as approved by the Board of Supervisors includes approximately \$300,000 for security services (approximately \$50,000 for Civil Service salaries and \$250,000 for contractual services). Thus, a 50 percent increase in costs (from \$200,000 to \$300,000) will result in a 200 percent increase in security services (from 10,000 hours to 30,000 hours).

6. As stated above, four Park Patrol Officers will be deleted as a result of contracting out security services (the Head Park Patrol Officer will be transferred to Golden Gate Park). Mr. Arnold advises that the Recreation and Park Department has found City positions for two of these Park Patrol Officers by bumping temporary workers at Golden Gate Park, and is currently working with union representatives to find other City positions for the remaining two individuals. However, currently, there are no more vacancies in the 8208 Park Patrol Officer classification.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: The Budget Analyst concurs with the Controller's certification that security guard services at an increased level of service for 1993-94 can be practically performed by a private contractor at a lower cost than similar services performed by City and County employees. However, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.

City and County of San Francisco

Recreation and Park Department



CHARTER 8.300 -1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: RECREATION AND PARK DEPARTMENT

CONTRACT SERVICES: CANDLESTICK STADIUM SECURITY SERVICE CONTRACT

1. Who performed service prior to contracting out ?

Four 8208 Park Patrol Officers

2. Number of City employees laid off as a result of contracting out ?

four

3. Explain disposition of employee if they were not laid off.

Insufficient budget funds to keep them on board. They may be absorbed through attrition. At this time we do not have vacancies in the 8208 classification.

4. What percent of City employees' time is spent on services to be contracted out ?

100 %. Both tenants, the Giants and 49ers request to have full coverage, around the clock security at Candlestick Stadium. In order to provide around the security, the Department would need to budget for an additional four 8208 Park Patrol Officers, one 8210 Park Patrol Officer, and \$50,000 in temporary relief funds. This would be an additional cost of \$270,000 not including the existing four 8208 Park Patrol Officers.

5. How long have the services been contracted out?

This will be the first time for Candlestick Stadium. The department has a Security Contract at the Zoo for the last seven years.

6. What was the first fiscal year for a Proposition J Certification?

Hopefully fiscal year 93-94.

7. How will contract services meet the goals of your MBE/WBE/ACTION PLAN?

The Department will actively seek MBE/WBE to bid on Security Guard Services. Our Senior Purchaser will follow Purchasing's guideline in outreach to minority and women owned business.

ETAI CHEN
BUDGET OFFICER
666-7040

Item 3 - File 47-93-9

Note: This item was continued from the November 3, 1993 Government Efficiency and Labor Committee meeting.

Departments: Parking and Traffic
Real Estate

Item: Ordinance approving the form of the Performing Arts Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the Performing Arts Garage using those documents.

Description: The proposed ordinance would approve the form of the Performing Arts Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the Performing Arts Garage.

The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Performing Arts Garage. The specific parking rates charged at the Performing Arts Garage are subject to approval by the Board of Supervisors.

The Performing Arts Garage is a 612-space parking facility, located on Grove Street, between Franklin and Gough Streets.

To be qualified to bid on the proposed management agreement, a potential bidder must (1) be a certified Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE), as determined by the City's Human Rights Commission; (2) have successfully managed or operated one or more attendant parking facilities having at least 200 parking spaces and gross monthly revenues of at least \$25,000 for a period of at least one year; and (3) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement.

Comments:

1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking Authority Commission has set aside the management of two facilities for bidding by minority-owned and women-owned businesses only. The first of these two facilities to be bid will be the Performing Arts Garage. Mr. Hagerty reports that the other MBE/WBE set aside parking facility will be the 1660 Mission Street Garage.

2. In accordance with the provisions established by the Parking and Traffic Commission at its September 21, 1993 meeting, the proposed bids will exclude joint-ventures with non-minority firms so that the participation of minority-owned and women-owned businesses is maximized. Furthermore, the Parking and Traffic Commission recently evaluated the requirements for all necessary bonds to ensure that they would not be a barrier to qualified minority-owned or women-owned business. Mr. Hagerty reports that the Parking and Traffic Commission set (1) the bid bond for the proposed Performing Arts Garage operator at \$2,000, down from the original \$5,000, (2) the performance bond at \$120,000, down from the original \$225,000, and (3) the blanket fidelity bond at \$100,000 rather than approximately \$300,000.

3. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 garages and two surface operator parking lots, under its jurisdiction. Six of the garages are currently managed by non-profit operators. Of the remaining nine garages and two surface lots, two garages and one surface lot is operated by a City-certified MBE firm.

4. Five Star Parking is the current operator of the Performing Arts Garage. Five Star Parking's five year contract, expired at the end of September, 1993 and has continued to operate the Garage on a month-to-month basis. Under the current provisions of the contract, Five Star Parking pays the City 72.18 percent of the gross revenues, after deducting parking taxes, or a minimum of \$20,000 per month. In 1992-93, Five Star Parking paid the City a total of \$590,000 in net revenues.

5. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract rather than the current percent of gross lease arrangement. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee. This would enable the City, the use of such funds upfront, instead of the current arrangements, whereby the garage operator deducts their fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$900,000 from the Performing Arts Garage in 1993-1994.

6. Mr. Hagerty notes that there is currently an arrangement at the Performing Arts Garage that provides approximately 50 free parking spaces to employees of the City's Department of Public Works and Superior and Municipal Courts on weekdays. The Parking and Traffic Commission recently adopted a resolution urging the Board of Supervisors to rescind these free parking privileges. The Board of Supervisors is currently reviewing the issue of providing free parking in City garages on a City-wide basis.

7. Mr. Hagerty reports that Five Star Parking, the current operator of the Performing Arts Garage, has submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside. Mr. Hagerty reports that the Department wishes to further review this matter with the Human Rights Commission and the City Attorney's Office. Based on discussions with the City Attorney, Mr. Hagerty requests that this item be continued an additional two weeks.

8. Award of the management agreement to a parking operator would require separate future legislation subject to approval of the Board of Supervisors.

Recommendation:

As requested by the Department, continue the proposed ordinance until December 1, 1993.

Item 4 - File 51-93-3

1. The proposed communication would transmit the claims from various departments for reimbursement for personal property damaged and/or stolen in the line of duty during July, August and September, 1993.

2. Section 10.25 of the City's Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

3. Of the 15 employee claims submitted, the Controller's Office has recommended that six claims be denied and that nine claims be either fully or partially paid. The total reimbursement amount for the nine claims to be paid is \$8,655.01(Attachment).

Comments

1. The Controller has certified that funds are available for these employee reimbursements. The source of funds is Claims and Judgments, General Fund, included in the 1993-94 budget.

2. The Controller has submitted a resolution authorizing reimbursement totalling \$8,655.01 for the cost of personal property of the City and County employees as shown in the Attachment.

Recommendation

Prepare in and report out of Committee the resolution, as submitted by the Controller's Office.

Date: October 27, 1993

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEES

<u>Dept and Claimant</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>	<u>Controllers Comment</u>
San Francisco General Hospital- Susan Peloquin PNP	\$ 198.00	\$ 198.00	Allow. Loss did not occur through any apparent fault of employee.
Laguna Honda Hospital- Edward P. Craft	\$ 120.00	\$ 120.00	Allow cost of shoes damaged through no fault of employee.
Superior Court - Richard Corville	\$7,609.61	\$7,554.26	Allow cost of computer, printer & ancillary equipment only. Miscellaneous minor supplies & stamp should be available from Superior Court. Deny coffee.
Superior Court - Judge Alfred G. Chiantelli	\$ 510.00	\$ 200.00	Allow replacement of Judge's robe and desk set as required for performance of job duties. Deny other items as personal in nature
Mayor - Paul Imperiale	\$ 82.75	\$ 82.75	Allow cost to reweave trousers. Employee engaged in duties of his position. Damaged occurred through no fault of employee.
Dept of Public Works- Helen Liu	\$ 47.00	\$ 37.00	Approve replacement for wallet & Driver's License only.
Dept of Public Works-Env. Eng. Keshia Johnson	\$ 67.00	\$ 60.00	Approve replacement for wallet & Driver's License only. School ID is presumed to be renewed each semester. Therefore no loss
Dept of Public Health- Carmen Bonilla	\$ 333.00	\$ 333.00	Approve. Eyeglasses necessary for performance of employee's duties, stolen from work site through no apparent fault of employee.

Reimbursement for Damaged/Stolen of personal Property of City employees

Dept of Public Health- Nelson Ayala	\$ 70.00	\$ 70.00	Approve. Loss incurred in line of duty through no apparent fault of employee.
Dept of Public Works- Hernan Canas	\$1,146.61	\$-0 -	Deny on technical grounds. Auto not required for performance of employee work duties. However, auto was parked on City property, resultant damaged came from unusual event, employee does not appear to be at fault.
Assessor Office- Roland A. Alcantara-	\$1,004.43	\$ - 0 -	Deny. No evidence of City responsibility. Per MOU, employees in this classification receive a monthly allowance over & above normal mileage reimbursement for the use of their autos. The allowance should cover such items as the \$100 deductible cost to rectify the claimed damage.
Assessor Office- Michael Jine	\$ 500.00	\$ - 0 -	Deny. Appraisers receive an auto allowance in addition to mileage reimbursement. No evidence of City liability, also there is a possibility of contributory negligence by an employee.
Dept of Public Health- Peter Vaernet	\$ 360.00	\$ -0 -	Deny. Bicycle not required for performance of employee's job. However, it was locked in City building & employee does not appear to be at fault.
Dept of Public Health- Linda Lee	\$ 691.00	\$ -0 -	Deny. Car not required for performance of duties, or is there evidence of City negligence. In addition, insurance deductible is only \$100, not \$691.00 claimed.
Superior Court - Gus England	\$ 780.00	\$ -0 -	Deny. Items of wearing apparel not required in performance of job duties.
	<u>\$ 13,519.40</u>	<u>\$ 8,655.01</u>	

Item 5 - File 97-93-55

Department: Public Utilities Commission (PUC)
Hetch Hetchy

Item: Ordinance amending Chapter 16, Article I of the San Francisco Administrative Code by amending Section 16.6-5, thereof, to authorize the Public Utilities Commission, and Departments thereunder, to join various organizations.

Description: Chapter 16 of the Administrative Code identifies the organizations in which City Departments are authorized to have a membership. The Controller will not authorize expenditures to pay dues or membership fees in organizations not listed in Chapter 16 of the Administrative Code.

The proposed ordinance would amend Chapter 16 of the Administrative Code by amending Section 16.6-5, which would add the following organizations to the list of organizations that Hetch Hetchy is authorized to be a member of:

<u>Organization</u>	<u>Annual Membership Fees</u>
Western Urban Water Coalition	\$10,000
American Society of Mechanical Engineers	300
Institute of Electrical and Electronics Engineers	330
American Society of Civil Engineers	<u>120</u>
Total	\$10,750

Mr. Carlos Jacobo of PUC reports that \$10,750 for the subject memberships is included in Hetch Hetchy's 1993-94 Budget.

Comments: 1. In June of 1991, the Board of Supervisors approved Ordinance 218-91 which amended Section 16.6 of the Administrative Code to require departments to submit annual reports before May 1 of each year to the Mayor and the Board of Supervisors concerning the department's current memberships and the organizations in which the department wishes to become a member in the following year, and to submit any legislation necessary to amend the Administrative Code to be "consistent with the decisions of the Board [of Supervisors]."

2. In a previous report to the Finance Committee of the Board of Supervisors (File 97-91-56), the Budget Analyst was advised by the sponsor of the above noted ordinance (218-91) that the ordinance was intended to require departments to submit

BOARD OF SUPERVISORS
BUDGET ANALYST

requests for new memberships during the annual budget review process and to prohibit memberships from being approved at other times during the fiscal year. However, the ordinance did not expressly state that new memberships could only be approved during the annual budget review.

3. As stated previously, Mr. Jacobo of PUC reports that funds for the subject memberships have already been approved by the Board of Supervisors in the 1993-94 budget process. However, due to an administrative oversight, the PUC is just now requesting the actual amending of the Administrative Code which is required before the Controller's Office can authorize an expenditure for these memberships.

Recommendation: Approve the proposed ordinance.

Item 6 - File 97-93-61

Department: Department of City Planning

Item: Ordinance amending Chapter 16, Article I of the San Francisco Administrative Code by amending Section 16.6-13, to provide for Department of City Planning membership in various organizations and to change names of given organizations to reflect current organizational titles.

Description: Chapter 16 of the Administrative Code identifies the organizations in which City Departments are authorized to have a membership. The Controller will not authorize expenditures to pay dues or membership fees in organizations not listed in Chapter 16 of the Administrative Code.

The proposed ordinance would amend Chapter 16 of the Administrative Code by amending Section 16.6-13, to provide for City Planning membership in the following three organizations:

- (1) Association of Environmental Professionals;
- (2) National Association of County Planners; and
- (3) Northern Section, California Chapter, American Planning Association.

The proposed ordinance would also delete membership in the American Planning and Civic Association and the Tri-County Planning Council.

As of the writing of this report, the Department of City Planning is unable to supply the annual membership fees for the above mentioned new memberships, according to Ms. Marsha Kessler of the Department of City Planning.

Comments: 1. In June of 1991, the Board of Supervisors approved Ordinance 218-91 which amended Section 16.6 of the Administrative Code to require departments to submit annual reports before May 1 of each year to the Mayor and the Board of Supervisors concerning the department's current memberships and the organizations to which the department wishes to become a member in the following year, and to submit any legislation necessary to amend the Administrative Code to be "consistent with the decisions of the Board [of Supervisors]."

2. While approval of the proposed ordinance does not provide funding, approval does provide the Department with authority

to join the new memberships if the related funding is ultimately authorized.

3. Funding for these new memberships is not included in the FY 1993-94 budget, and would be subject to approval by the Board of Supervisors during the 1994-95 budget process.

4. As stated in the above description, as of the writing of this report, the City Planning Department cannot supply the Budget Analyst with the annual membership fees for the above mentioned new memberships. Therefore, the Department of City Planning is requesting that the proposed ordinance be continued until information concerning the cost of the new memberships can be attained.

Recommendation: Continue the proposed ordinance, as requested by the Department of City Planning.

Item 7 - File 61-93-6

- Department:** Public Utilities Commission (PUC)
San Francisco Water Department
- Item:** Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2100, 8-Inch Ductile Iron Main Installation in Treat Avenue between 20th Street and 26th Street.
- Description:** Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if award of the contract is not made within 30 days of the acceptance of the bid, or within an additional 30 days if required for implementation of affirmative action under Chapter 12B.
- The proposed resolution would grant PUC an extension of time to award San Francisco Water Department Contract No. WD-2100 (see Comment #2)
- Comments:**
1. According to Mr. Joe Pelayo of the Water Department, PUC staff was unable to complete all investigations and other work required for award of this contract within 60 days of the bid because of the large volume of work being processed by the Contract Compliance Office during that 60 day period.
 2. According to Mr. Carlos Jacobo of the PUC, the San Francisco Water Contract No. WD-2100 will be awarded to E. Mitchell, Inc. (immediately, if the proposed resolution is approved by the Board of Supervisors) in the amount of \$226,450, as the lowest responsive bidder. The source of funds for this project are 1991 Water Revenue Bonds and these funds were previously approved by the Board of Supervisors in June 1991, according to Mr. Jacobo.
 3. According to Mr. Jacobo, E. Mitchell Inc., is a certified WBE/LBE firm.
- Recommendation:** Approval of the resolution is a policy matter for the Board of Supervisors.

Item 8 - File 172-93-42

- Department:** Department of Public Health (DPH)
- Item:** Resolution authorizing the Department of Public Health to enter into an indemnification agreement (hold harmless agreement) with Travelers Aid for the purposes of using the Travelers Aid facility for the provision of medical services.
- Description:** The DPH is proposing to enter into a one-year agreement, with the Travelers Aid for use of donated space at the Travelers Aid facility located in the Transbay Terminal. The donated space is to be used by the DPH to provide medical and support services to homeless persons at the Transbay Terminal. Mr. Fred Milligan of the DPH advises that the DPH anticipates that two existing Nurse Practitioners would be assigned to this medical project for a maximum of four hours a week, once a week. According to Mr. Milligan these Nurse Practitioners currently rotate between clinic sites on the basis of priority and need with respect to the medical services being provided. Mr. Milligan states that since these Nurse Practitioners would spend a maximum of only four hours at the Travelers Aid medical site, there would be minimal impact on the services they currently provide.
- The proposed agreement includes a hold harmless agreement. The hold harmless agreement would require that the City hold Travelers Aid and all of its officers, employees and agents harmless against any and all losses, injury, liability and claims for injury to persons or for damage to property arising out of the City's use of the Travelers Aid facility for the provision of medical services.
- Comment:** Ms. Paula Jesson of the City Attorney's Office advises that it is reasonable for the City to enter into the proposed hold harmless agreement with Travelers Aid.
- Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 9 - File 172-93-43

Department: Police Department

Item: Resolution authorizing the Police Department to execute an indemnification agreement (hold harmless agreement) with the San Francisco Unified School District for the conduct of Wilderness Youth Programs as part of the Middle School Law Enforcement Program and the "M-Power" Project.

Description: The Police Department is proposing to enter into a contract, which includes a hold harmless agreement, with the San Francisco Unified School District (SFUSD) to conduct 17 rope course events (obstacle course events) and six backpacking trips for school students ages 8 to 17. These activities are conducted as a part of the Middle School Law Enforcement Program and the "M-Power" Project. The Law Enforcement Program is a program which assigns two Police Officers to each Middle school in the City. These Officers spend a total of 48 hours on overtime a month serving as a liaison between the Police Department and the school administration, the students and the school security staff. The "M-Power" Project involves a team composed of a Police Officer working on overtime and school representatives who work with students who are at-risk. This Project emphasizes counseling and individual and group activities aimed at building self-esteem.

The proposed contract would represent the 13th year that the Police Department has entered into such an agreement with the SFUSD for the provision of these services. Under the proposed contract, the SFUSD would pay the Police Department a total of \$3,280 for the provision of the above-noted obstacle course events and backpacking trips which the Police Department will provide for the period October 25, 1993 to June 15, 1994. This amount of \$3,280 pays for equipment, materials and food for the obstacle course events and the backpacking trips. The Police Department advises that the costs for the two Police Officers assigned to these activities are included in the Police Department's annual budget.

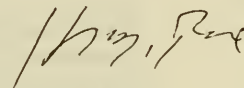
The proposed hold harmless agreement would require that the City hold the SFUSD, its officers and employees harmless from any and all claims and liabilities for damages to all persons arising out of and in the course of the performance of the contract agreement.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 17, 1993 Government Efficiency and Labor Committee Meeting

Comment: Mr. Thomas Owen of the City Attorney's Office advises that it is reasonable for the City to enter into the proposed hold harmless agreement with the SFUSD.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

11/93

CALENDAR

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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REGULAR MEETING

WEDNESDAY, DECEMBER 1, 1993, 10:00 AM ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

* * * * *

Disability Access

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
 - (a) File 94-93-9. [Grant – State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$51,545,356 from Propositions 108 and 116 Bond funding for four San Francisco Municipal Railway Capital Projects and an equal amount of Regional and local matching funds. (Public Utilities Commission)
 - (b) File 94-91-6.2. [Release Reserved Funds, Green-Geneva Facility] Requesting release of reserved funds, Public Utilities Commission, in the amount of \$79,000, for continuation of Municipal Railway Contract No. Mr.1039-R, Curtis E. Green Light Rail Facility, Geneva Site, Maintenance Building, Paint Booth Fans Modification. (Public Utilities Commission)
 - (c) File 94-92-3.2. [Construction Costs for Green-Geneva Facility] Requesting release of reserved funds, Public Utilities Commission, in the amount \$2,250,000, for construction costs of the Green-Geneva Facility Modifications. (Public Utilities Commission)
 - (d) File 94-92-1.2. [Release Reserved Funds, Traffic System Management] Requesting release of reserved funds, Public Utilities Commission, in the amount of \$206,860, for continue implementation of the Traffic System Management Project. (Public Utilities Commission)
 - (e) File 147-93-12. [Grant, California State Library/LSCA] Resolution authorizing the San Francisco Public Library to accept and expend \$88,090 in grant funds from the California State Library/Library Services and Construction Act (LSCA) to establish the San Francisco African American History Network in collaboration with the San Francisco African American Historical and Cultural Society Research Library and Archives for the Fiscal Year 1993/94; indirect costs are included in this award. (Public Library)
 - (f) File 156-93-5. [1989 Federal Funds for Services to Refugees] Resolution approving expenditure by the Private Industry Council of San Francisco, Inc., of \$89,356 of 1989 Federal funds for services to refugees. (Private Industry Council)
 - (g) File 133-93-5. [Household Hazardous Waste Grant] Resolution authorizing the Chief Administrative Officer of the City and County of San Francisco to apply for up to \$120,000 in Household Hazardous Waste Grant funding from the California Integrated Waste Management Board (CIWMB); waiving indirect costs. (Chief Administrative Officer)

- (h) File 146-93-58. [Target City: Centralized Substance Abuse Treatment] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services, to accept and expend a grant up to the amount of \$11,137,500 which excludes indirect costs from the United States Department of Health and Human Services Center for Substance Abuse Treatment through the State of California, Department of Alcohol and Drug Programs to provide centralized substance abuse treatment enhancement and placement services in San Francisco as a "Target City"; waiving indirect costs. (Department of Public Health)
- (i) File 148-93-9. [Surface Transportation Program, Curb Ramp] Resolution authorizing the Director of Public Works to retroactively apply for, accept and expend up to \$1,317,000 in Federal Surface Transportation Program funds for curb ramp transportation. (Department of Public Works)

ACTION:

REGULAR CALENDAR

2. File 12-93-15. Hearing to consider requiring the City to comply with Senate Bill 1423 and report the names of new employees to the New Employee Registry in California. (Supervisor Maher)

ACTION:

3. File 47-93-9. [Performing Arts Garage] Ordinance approving form of Performing Arts Garage management agreement and bidding documents and authorizing Director of Property to request bids for management of Performing Arts Garage using those documents. (Department of Parking and Traffic) (Continued from 11/17/93)

ACTION:

4. File 51-93-3.1. Hearing to consider employee claims of Hernan Canas and Judge Chiantelli for reimbursement for cost of personal property of City and County employees property damaged and/or stolen in the line of duty. (Continued from 11/17/93)

ACTION:

5. File 38-93-13. [Gift Acceptance, 744 Videotapes] Resolution authorizing the San Francisco Public Library to accept a gift of 744 Videotapes valued at \$42,000 from the John D. and Catherine T. MacArthur Foundation. (Public Library)

ACTION:

6. File 47-93-11. [Garage Management Agreement & Bid Documents] Ordinance approving forms of management agreement and bidding documents for the 1660 Mission Street Garage and the surface parking lot at the corner of 13th Street and South Van Ness Avenue, and authorizing the Director of Property to request bids for the management of such parking facilities using those documents. (Dept. Parking and Traffic)

ACTION:

7. File 106-93-9. [Prevailing Wages, Craft Employees] Resolution fixing highest generally prevailing wage rates, private employment on public contracts. (Civil Service Commission)

ACTION:

8. File 176-93-7. Hearing to consider the status of the current employees of the Sir Francis Drake Hotel in light of its pending sale. (Supervisors Hallinan, Alioto)

ACTION:

9. File 186-93-2. Hearing to consider report of the Veterans Affairs Office on its operations. (Supervisor Kaufman)

ACTION:

10. File 64-93-27. [Lease of Property for DPH, 298 Monterey Blvd.] Resolution authorizing a new lease of real property at 298 Monterey Boulevard, San Francisco, for the Department of Public Health. (Real Estate Department)

ACTION:

11. File 112-93-3. [San Francisco Independent as Official Newspaper] Resolution designating the San Francisco Independent as an official newspaper of the City and County of San Francisco, commencing January 1, 1994, on an interim basis not to exceed three months, for all official advertising of the City and County, which is required by law to be published one time but not more than three times weekly. (Purchasing Department)

ACTION:

CLOSED SESSION

12. File 45-93-83. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of James and Sharon Ludtke against the City and County of San Francisco by payment of \$150,000. (City Attorney)
(Continued from 11/17/93)

ACTION:

13. File 45-93-84. [American Telephone & Telegraph Company Settlement] Ordinance approving the settlement of litigation of American Telephone and Telegraph Company in the sum of \$172,124.72 plus simple interest at the rate of nine percent from April 29, 1992 to date of payment plus the Assessor's stipulation to reduction in values for 1992 and 1993. Superior Court No. 946-970. (City Attorney)

ACTION:

14. File 45-93-85. [Settlement of Litigation of Myrna and Kim Johnson] Ordinance authorizing settlement of litigation of Myrna and Kim Johnson against the City and County by payment of \$55,000, less the amount of General Assistance benefits paid as of the date this resolution is passed, plus interest at the rate of seven percent accrued as of September 1, 1993 on sum remaining after outstanding figure in General Assistance benefits has been paid. (City Attorney)

ACTION:

15. File 46-93-16. [Settlement of Litigation of Uriel Jimenez] Ordinance Authorizing settlement of Uriel Jimenez v. Susie Murnane Dudley, etal., with waiver of credit rights against future medical expenses upon receipt of \$11,000; and dismissal of complaint. (Superior Court No. 944-725) (City Attorney)

ACTION:

16. File 45-93-86. [Settlement of Litigation of Nancy Agatiello] Ordinance authorizing settlement of litigation of Nancy Agatiello against the City and County by payment of \$9,500. (City Attorney)

ACTION:

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
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November 29, 1993

TO: Government Efficiency and Labor Committee

FROM: Budget Analyst

SUBJECT: December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-93-9

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of November 17, 1993.

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$51,545,356 from State Propositions 108 and 116 Rail Bond funding, and an equal amount of Regional and local matching funds, for four San Francisco Municipal Railway Capital Projects.

Grant Amount: \$51,545,356

Source of Funds: State Propositions 108 and 116 Rail Bond Funds - made available through the California Transportation Commission

Projects:	<u>Amount</u>
1. Light Rail Vehicle Purchase	\$21,038,356
2. F Market/Embarcadero Streetcar Line and Presidential Conference Car (PCC) Streetcars	25,462,000
3. Electric Trolley Coach Purchase	1,045,000
4. MUNI Metro Subway Signal System	<u>4,000,000</u>
Total	\$51,545,356

Description:

The proposed grant funds would be used to support the four above-noted projects. The PUC reports that these projects are included in the MUNI Short Range Transit Plan and the San Francisco Congestion Management Plan. The four projects are described below:

Light Rail Vehicle Purchase - \$21,038,356

This project provides for the replacement of the entire fleet of 128 Boeing-Vertol light rail vehicles (LRVs), due to the excessive maintenance requirements of these vehicles. The PUC reports that MUNI contracted with Booz-Allen & Hamilton to determine the economic life of the Boeing-Vertol LRVs. The report determined, based on various estimated maintenance cost growth rates, that it would be economically prudent to retire the fleet between 1996 and 2008. Based on experience, MUNI estimates that in accordance with its projected rate of increase in the costs to maintain these LRVs, the LRVs should be retired between 1996 and 1999. Of MUNI's 128 Boeing-Vertol LRVs, 98 were placed into service in 1980, and 30 were placed into service in 1983. The PUC advises that during the past year, the Boeing-Vertol LRVs have been experiencing worse than expected maintenance problems, resulting in increasing inconvenience and discomfort for passengers as service continues to deteriorate.

The PUC advises that the Breda Company was selected through the Department's bid process to provide new LRVs. Breda is an Italian firm. According to MUNI, no U. S. firms submitted a bid. However, MUNI advises that there are 6 U.S. companies which will supply 50 percent of the parts for the LRVs totaling approximately \$500,000. These U. S. companies are General Electric (propulsion and auxiliary electronics), Vapor (doors, and step assembly), Knorr (brakes), Suttrak (heating, ventilation, and air-conditioning) TCS (communications), and Translite (signs and lights).

The first 44 new LRVs from Breda are scheduled to arrive during 1995. MUNI intends to exercise an option to purchase an additional 8 LRVs from Breda, which are scheduled for delivery at the beginning of 1996, which would bring the total number of new LRVs purchased to 52. The PUC reports that the total cost to purchase these 52 LRVs is approximately \$114,244,000. According to the PUC, the estimated cost to replace all 128 of the Boeing-Vertol LRVs is approximately \$281,216,000. This project has received prior funding totaling \$116,148,000 from Federal, State and local sources. The

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proposed grant funding in the amount of \$21,038,356 would be expended as follows:

<u>LRV Vehicle Purchase</u>	
LRVs (8 LRVs @ \$2,197,000 each)	\$17,576,000
Spare LRV Parts	<u>1,924,000</u>
Subtotal	\$19,500,000
 <u>Prototype Testing</u>	
To accommodate operational and safety requirements.	831,197
 <u>Consultant Services*</u>	250,000
 <u>Indirect Costs</u>	<u>457,159</u>
Total	\$21,038,356

* The \$250,000 would be used to supplement an existing contract with Booz-Allen & Hamilton for consultant services. The current contract is in the amount of \$3,167,293. According to the MUNI, Booz-Allen & Hamilton, which is neither an MBE or a WBE firm, was selected through the Department's Request for Proposal process. Booz-Allen & Hamilton is providing specification, inspection and testing services in connection with the LRV Purchase project.

F Market/Embarcadero Streetcar Line & PCC Streetcars
- \$25,462,000

The proposed F Market/Embarcadero Streetcar Line project involves an extension to the streetcar line which will provide direct transit services from the central downtown area to Fisherman's Wharf. According to the MUNI, this proposed extension to the streetcar line would provide an alternative to the Cable Car System which is frequently overloaded with resident and visitor passengers during many months of the year. The MUNI reports that the proposed F Market/Embarcadero Streetcar Line is estimated to attract approximately 23,000 daily riders initially and will have the capacity to absorb nearly twice as many. This, according to MUNI, compares with 20,000 daily riders presently using the 59-Powell/ Mason Street Cable Car. The MUNI advises that daily ridership on the 8-Market trolley bus line roughly averages 11,000 passengers. According to the MUNI, the 8-Market service will be abandoned when the F Market/Embarcadero Streetcar Line is fully operational.

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The PUC reports that the total cost of the F Market/Embarcadero Streetcar Line project is \$130,611,309. Prior funding for this project totals \$67,226,817 from various Federal, State and local sources.

The Presidential Conference Car (PCC) Streetcars project involves the restoration of 17 used PCC Streetcars. The MUNI reports that this work is being performed under an existing contract with Morrison-Knudsen. The MUNI advises that Morrison-Knudsen, through the Department's bid process, was originally awarded a contract in the amount of \$8,047,450 for the restoration of 14 PCC Streetcars. The MUNI intends to exercise a contract option for Morrison-Knudsen to restore three additional PCC Streetcars at a cost of \$1,800,000, which would bring the total amount of the contract to \$9,847,450. The PUC reports that estimated cost for project management, consulting, engineering/design, spare parts and minor PCC modifications not included in the restoration contract is \$2,392,444, bringing the total estimated cost of this project to \$12,239,894. The prior funding for this project totals \$11,877,894 from various Federal, State, and local sources.

The total estimated cost for both the F Market/Embarcadero Streetcar Line and the PCC Streetcars is \$142,851,203 (\$130,611,309 plus \$12,239,894).

The proposed grant funds in the amount of \$25,452,000 for the F Market/Embarcadero Streetcar Line and PCC Streetcars would be expended as follows:

F Market/Embarcadero Streetcar Line

F Market

Consultant Services*	\$27,790	
Construction **	<u>10,500,000</u>	
Subtotal		\$10,527,790

F Embarcadero North

Engineering Services (UEB)	\$601,094	
Construction***	<u>6,541,606</u>	
Subtotal		7,142,700

F Embarcadero Loop

Design/Engineering (UEB)	\$2,035,135	
Consultant Services*	250,000	
Construction **	3,038,394	
Indirect Costs	<u>1,729,865</u>	
Subtotal		7,053,394

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<u>Contingency (1.52 percent of project cost)</u>	<u>376,116</u>
Total F Market/Embarcadero	\$25,100,000
<u>PCC Streetcars</u>	
Equipment (spare parts for 17 PCCs)	<u>\$362,000</u>
Grand Total	\$25,462,000

* The MUNI advises that three consultants have been identified and selected, through the Department's Request for Proposal process, to provide these consultant services. The three consultants which have been selected, include the firms of Wilson and Ihrig, Harding and Lawson and Harris, Miller, Miller and Hanson. None of these three firms is an MBE or a WBE firm.

**The MUNI advises that contractors have not, as yet, been selected for the construction work on the F Market and the F Embarcadero Loop components of this project.

***The MUNI reports that Olson Homer, which is neither an MBE or a WBE has been selected, through the Department's bid process, to perform the construction work on the F Embarcadero North component of this project. The MUNI reports that Olson Homer has committed to a goal of 22 percent Disadvantaged Business Enterprise (DBE) participation.

Electric Trolley Coach Purchase \$1,045,000

This project is aimed at replacing the entire Trolley Coach fleet, which currently consists of 345 standard trolleys, with articulated (60 foot) coaches and standard (40 foot) coaches over a ten year period. According to MUNI, trolley coaches carry 325,000 daily passengers, roughly one-fifth of the region's ridership. MUNI reports that many trolley coach lines operate on very short headways (time periods between arriving coaches) during peak hours and are still very crowded.

MUNI advises that the existing fleet of trolley coaches was acquired in a single purchase in 1976. According to MUNI, the economic life of a trolley coach is about 18 years. Therefore, the entire fleet should be replaced beginning in 1994. The MUNI plans to replace the 345 standard coaches with up to 208 articulated coaches and up to 120 standard coaches for a total of 328 coaches. According to MUNI, the total number of

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coaches required would be fewer since 208 of the standard 40 foot coaches would be replaced with larger capacity 60 foot articulated coaches. The MUNI reports that the total estimated cost to purchase up to 208 new articulated coaches and 120 new standard coaches is approximately \$259,200,000. According to MUNI the total estimated cost for project management and consulting engineering/design services for this project is \$3,050,000. The proposed grant amount of \$1,045,000 represents the first funds to be allocated to this project. The MUNI has not as yet identified the funding source for the balance of this project.

The proposed grant funds in the amount of \$1,045,000 would be expended as follows:

Design	\$50,565
Engineering Services	78,375
Indirect Costs	27,810
Equipment	<u>888,250</u>
Total	\$1,045,000

MUNI Metro Subway Signal System - \$4,000,000

This project will modernize the signal system in the MUNI Metro subway with a system that provides greater safety and allows for shorter time periods between arriving trains. It will provide for stationary computers (i.e., in the Central Control room) and on-board computers and will involve the upgrading of the Central Control computer equipment. The MUNI reports that the total estimated cost of this project is approximately \$68 million. Prior funding for this project totals approximately \$33 million from various Federal, State and local sources.

The MUNI advises that contractors have been selected, through the Department's competitive bid and Request for Proposal processes, to provide design, engineering and testing and construction services. The firm selected to provide the design and engineering and testing is Booz-Allen & Hamilton. According to the MUNI, Booz-Allen & Hamilton, which is neither an MBE or a WBE, has committed to a goal of 30 percent DBE participation on the contract. Alcatel Canada, a firm located in Canada, was selected to perform the construction work. The MUNI advises that Alcatel has committed to a goal of 15 percent DBE participation on the contract. The proposed grant funds would be expended as follows:

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Design	\$540,541
Consultant Services (engineering, testing, certification as to safety)	1,000,000
Construction	2,000,000
Indirect Costs	<u>459,459</u>
Total	\$4,000,000

Required Match: \$51,545,356 (Transportation Sales Tax Revenues from the San Francisco Transportation Authority and Metropolitan Transportation Commission Funds)

Indirect Costs: \$2,674,293

Comments:

1. Ms. Gail Bloom of the PUC reports that the \$1,045,000 for the Electric Trolley Coach Purchase was erroneously included in this grant expenditure request. Therefore, the proposed legislation should be amended to authorize the PUC to apply for, accept and expend \$50,500,356 or \$1,045,000 less than the requested \$51,545,356.

2. As noted above, the MUNI has not, as yet, selected the contractors to the perform the construction work for the F Market (\$10,500,000) and F Embarcadero Loop (\$3,038,394) components of the F Market/Embarcadero Streetcar Line project. As such, the proposed legislation should be amended to place a total of \$13,538,394 of the \$51,545,356 on reserve pending the selection of contractors, the MBE/WBE status of the contractors and the contract cost details.

3. Attached is a grant summary, as prepared by the PUC, for the proposed grant funds.

4. The PUC has prepared a Disability Access Checklist for the proposed grant projects which is on file with the Clerk of the Board.

Recommendations: 1. Amend the proposed resolution to authorize the PUC to apply for, accept and expend \$50,500,356 or \$1,045,000 less than the requested \$51,545,356.

2. Amend the proposed resolution to reserve \$13,538,394 as outlined in Comment 2 and approve the proposed resolution as amended.

Number _____

Attachment
Page 1 of 2**GRANT APPLICATION INFORMATION FORM**

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 40 PUC / 35 MUNI

Contact Person: FRED HOWELL Telephone: (415) 923-2563

Project Title: Rail Bond for 4 projects

Grant Source: Prop 108 and 116 Rail Bond thru CTC

Proposed (New / Continuation) Grant Project Summary:

1. LRV Purchase
2. F-MARKET/EMBARCADERO & PCC Streetcars
3. Trolley Bus Purchase
4. ATCS

Amount of Grant Funding Applied for: \$51,545,356

Maximum Funding Amount Available: Not Applicable

Required Matching Funds: \$51,545,356

Number of Positions Created and Funded: Not Applicable

Amount to be Spent on Contractual Services: \$45,413,625

Will Contractual Services be put out to Bid? Yes


Application Information Form

Attachment
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Term of Grant: Not Applicable

Date Department Notified of Available funds: Not Applicable

Application Due Date: Not Applicable

A handwritten signature in dark ink, appearing to read "Carl Ba", written over a horizontal dashed line.

Department Head Approval

for Fred Howell

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Item 1b - File 94-91-6.2

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Requesting release of reserved funds, for continuation of Municipal Railway Contract No. MR-1039-R, Curtis E. Green Light Rail Facility, Geneva Site, Maintenance Building, Paint Booth Fans Modification.

Amount: \$79,000

Source of Funds: State Transit Capital Improvement Funds

Description: The Board of Supervisors previously approved a resolution (File 94-91-6) which authorized the Public Utilities Commission (PUC) to apply for, accept and expend \$194,534 in State Transit Capital Improvement Funds, and \$194,534 in local matching funds for a total of \$389,068. Of the \$194,534 in State Transit Capital Improvement Funds available, a total of \$149,000 was reserved, pending the selection of the contractors, contract cost details, and the contractors' MBE/WBE/LBE status. The Board of Supervisors previously approved (File 94-91-6.1) the release of \$32,500 for paint booth fans modifications in MUNI's Curtis E. Green Light Rail Facility, Geneva Site, Maintenance Building. The PUC is now requesting an additional \$79,000 be released from reserve for construction costs of the Green Light Rail Facility, Geneva Site, Maintenance Building Project. If the proposed release of reserve of \$79,000 is approved a total of \$37,500 will remain on reserve.

The PUC reports that this project will consist of modifying the Geneva Facility at San Jose Ave. and Geneva Ave. to accommodate the storage and maintenance of the Presidential Conference Cars (PCC's) at a total cost of \$2,922,254 for construction. This will include the modification of the overhead system and the installation of City furnished track.

The \$79,000 for construction costs would constitute a portion of the \$2,922,254 budgeted for construction costs for the Green-Geneva Facility Modification Project (see Comment #1). The \$2,922,254 would be divided between the two prime contractors, Stacy and Witbek, Inc. and Kingston Constructors, Inc. (totalling \$2,073,254) and five MBE subcontractors (\$849,000) as follows:

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Prime Contractors

Stacy and Witbeck, Inc. and Kingston Constructors	\$2,073,254
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Subcontractors (all MBE)

R & W Concrete, Concrete Work	\$110,000
E. Mitchell, Inc., Mechanical	220,000
Jezak Electric Co., Electric	420,000
Ricardo D. Ramirez Co., Misc. Paving	75,000
Krystal Trucking, Trucking	<u>24,000</u>
Subtotal - Subcontractors	\$849,000

TOTAL	\$2,922,254
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Comments:

1. According to Mr. Ken Jew of the PUC, the balance of the construction costs \$2,843,254 (the total construction costs of \$2,922,254 less the \$79,000 proposed release) would be funded with \$2,250,000 in State Proposition 116 Clean Air and Transportation Improvement Funds, currently on reserve (Item 1c, File 94-91-3.2 of this report is a request for release of the \$2,250,000 in State Proposition 116 Clean Air and Transportation Improvement Funds) and with \$593,254 in other project funds not on reserve.

2. The proposed construction contractor, Stacy and Witbeck, Inc., and Kingston Constructors, Inc., a joint venture, was the lowest of three bidders. In addition, Stacy and Witbeck, Inc. and Kingston Constructors, Inc. will utilize MBE subcontractors for \$849,000 or 29.1 percent of the total \$2,922,254 construction contract.

Recommendation: Release \$79,000 as requested.

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Item 1c - File 94-92-3.2

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Release of reserved funds for construction costs of MUNI's Green-Geneva Facility Modifications.

Amount: \$2,250,000

Source of Funds:

State Proposition 116 Clean Air and Transportation Improvement Funds	\$28,814,387
Local Match	3,884,743*
Total	\$32,699,130

* Local Match resources include: State Transit Assistance funds, Bridge Toll Net Revenues, Regional Measure One Bridge Tolls, and/or Bay Area Rapid Transit District funds, Hetch Hetchy funds, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or the San Francisco Municipal Railway Improvement Corporation funds.

Description: The Board of Supervisors previously approved a resolution (File 94-92-3) authorizing the Public Utilities Commission to apply for, accept, and expend State Proposition 116 Clean Air and Transportation Improvement Act funds in the amount of \$28,814,387 plus \$3,884,743 in required State and/or local match funds, for a total of \$32,699,130 for nine Municipal Railway Capital Improvement Projects. Of the \$32,699,130, a total of \$17,152,101 was placed on reserve for professional services, construction, and equipment purchase, pending identification of the contractors, their MBE/WBE status, and the contractors' cost details.

The Public Utilities Commission requests the release of \$2,250,000 for the Green-Geneva Facility Modification Project construction costs. The PUC reports that this project will consist of modifying the Geneva Facility at San Jose Ave. and Geneva Ave. to accommodate the storage and maintenance of the Presidential Conference Cars (PCC's) at a total cost of \$2,922,254 for construction. This will include the modification of the overhead system and the installation of City furnished track.

The \$2,250,000 for construction costs would constitute a portion of the \$2,922,254 budgeted for construction costs for the Green-Geneva Facility Modification Project (see

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Comment #1). The \$2,922,254 would be divided between the two prime contractors, Stacy and Witbek, Inc. and Kingston Constructors, Inc. (totalling \$2,073,254) and five MBE subcontractors (\$849,000) as follows:

Prime Contractors

Stacy and Witbeck, Inc. and Kingston Constructors	\$2,073,254
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Subcontractors (all MBE)

R & W Concrete, Concrete Work	\$110,000
E. Mitchell, Inc., Mechanical	220,000
Jezak Electric Co., Electric	420,000
Ricardo D. Ramirez Co., Misc. Paving	75,000
Krystal Trucking, Trucking	<u>24,000</u>
Subtotal - Subcontractors	\$849,000

TOTAL	\$2,922,254
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Comments:

1. According to Mr. Ken Jew of the PUC, the balance of the construction costs \$672,254, (the total construction costs of \$2,922,254 less the \$2,250,000 proposed release) would be funded with \$79,000 in State Transit Capital Improvement Funds currently on reserve (Item 1b, File 94-91-6.2 of this report is a request for release of the \$79,000 in State Transit Capital Improvement Funds) and with \$593,254 in other project funds not on reserve.

2. The proposed construction contractor, Stacy and Witbeck, Inc., and Kingston Constructors, Inc., a joint venture, was the lowest of three bidders. In addition, Stacy and Witbeck, Inc. and Kingston Constructors, Inc. will utilize MBE subcontractors for \$849,000 or 29.1 percent of the total \$2,922,254 construction contract.

Recommendation: Release \$2,250,000 as requested.

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Item 1d - File 94-92-1.2

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)
Department of Parking and Traffic (DPT)

Item: Release of reserved funds in an amount of \$206,860 for continued implementation of the Traffic System Management Project.

Amount: \$206,860

Source of Funds: Federal Highway Administration funds (FHWA) administered through the State Department of Transportation Traffic Systems Management funds.

Description: The Board of Supervisors previously approved legislation authorizing the PUC to apply for, accept and expend Federal Highway Administration funds in the amount of \$437,000 (File 94-92-1). At the same time, the Board of Supervisors placed \$365,900, earmarked for contractual services, on reserve pending determination of MBE/WBE status of contractors and contract cost details. The grant funds are to be used to purchase and install MUNI traffic signal preemption equipment at various intersections along Mission Street and Ocean Avenue.

Subsequently, the Board of Supervisors released \$158,140 in August 1992 for the installation and upgrading of the traffic signals. The \$158,140 was divided between the Department of Parking and Traffic (\$95,560) for the installation and upgrading of the traffic signals and the Purchaser (\$62,580) to acquire the equipment for the proposed work. Thus, a total of \$207,760 in reserves remains to be released of which \$206,860 is the subject of the current release request.

Contract Budget: The proposed release of \$206,860 for the Traffic System Management Project will be expended as follows:

<u>Description</u>	<u>Amount</u>
MUNI, Maintenance Division, Power, Signals & Electronics Section	
Labor Costs	
Hanging Hardware at 12 intersections	
1-7235 Transit Power Line Supervisor I	
\$48.05/hour x 4 hours x 12 locations	\$2,306
3-7338 Electrical Line Worker	
\$127.59/hour x 4 hours x 12 locations	6,124

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Description	Amount
String Wire & Connections at 12 intersections	
1-7235 Transit Power Line Supervisor I	
\$48.05/hour x 8 hours x 12 locations	\$ 4,613
3-7338 Electrical Line Workers	
\$127.59/hour x 8 hours x 12 locations	12,249
Underground work at 12 intersections	
1-7235 Transit Power Line Supervisor I	
\$48.05/hour x 2 hours x 12 locations	1,153
1-7432 Electrical Line Helper	
\$36.74/hour x 2 hours x 12 locations	<u>882</u>
Subtotal	\$27,327
Departmental Overhead	12,673
Materials and Equipment	
Equipment @ 14 hours x 12 locations x \$30 hourly rental	\$5,040
Materials	9,221
Taxes on Materials and Equipment	784
Miscellaneous Charges	<u>995</u>
Subtotal	16,040
Contingency @ 11.75%	<u>6,585</u>
Total - MUNI Power, Signals & Electronics Section	\$62,625
MUNI, Maintenance Division, Way and Structures Section	
Labor Costs	
1-7283 Track Maintenance Superintendent	
@ \$57.95/hour x 8 hours x 18 days	\$8,345
1-7251 Track Maintenance Worker Supervisor I	
@ \$57.69/hour x 8 hours x 18 days	8,307
1-7355 Truck Driver	
@ \$54.93/hour x 8 hours x 18 days	7,910
1-7328 Operating Engineer	
@ \$59.95/hour x 8 hours x 6 days	2,878
1-7215 General Labor Supervisor I	
@ \$47.23/hour x 8 hours x 5 days	1,889
4-7540 Track Maintenance Worker	
@ \$43.15/hour x 32 hours	
x 18 days	<u>24,854</u>
Subtotal	\$54,183
Equipment Cost Rentals	
Dump Truck	\$1,600
Back hoe	1,500
Compressor	700
Concrete Saw and Blades	900
Steel Plates, Plywood, Barricades, Safety Equipment, etc.	500
Concrete	<u>600</u>
Subtotal	5,800
Contingency @ 11.75% (rounded)	<u>7,047</u>
Total - MUNI Ways and Structures Section	67,030

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<u>Description</u>	<u>Amount</u>	
Municipal Railway Engineering, Inspection Services		
5258 Senior Engineer @ \$55.67/hour x 40 hours	\$ 2,227	
9197 Signal Engineer @ \$55.52/hour x 100 hours	5,552	
6318 Construction Inspector @ \$41.77/hour x 433 hours	18,088	
5352 Draftsperson @ \$30.89/hour x 40 hours	<u>1,236</u>	
Subtotal		\$27,103
Municipal Railway Project Management		
1372 Project Manager @ \$47.42 x 190 hours	\$9,010	
1446 Clerical Support @ \$26.80 x 115 hours	<u>3,082</u>	
Subtotal		<u>12,092</u>
Total - MUNI Project Management and Engineering		\$39,195
Purchaser		
Materials and Supplies		
36 Overhead Contact Pans @ \$342.48 x 36	\$12,329	
36 Interface Boxes @ \$1,645.67 x 36	59,244	
Taxes and Delivery Costs	7,937	
Offset from previous release of reserve	<u>(61,500)</u>	
Total - Purchaser		18,010
Department of Parking and Traffic		
Contractual Services		
Install Foundation, Pull-Box and Conduits		
TCT, Inc. ¹ (MBE)	<u>\$20,000</u>	
Total - Department of Parking and Traffic		<u>20,000</u>
Total Request for Release of Reserve		<u>\$206,860</u>

Comments:

1. The proposed release of reserve would be used to purchase and install MUNI traffic signal preemption equipment at various intersections along Mission Street And Ocean Avenue. A total of 14 intersections will be affected to specifically accommodate the 14 and 49 MUNI trolley coach routes. Sensing devices will be installed on trolley coach and Light Rail Vehicle (LRV) overhead wires in order to enable the transit vehicles priority passage through the above-listed signalized intersections when approaching those traffic light controlled intersections.

¹ Mr. Javad Mirabdal of the DPT reports that the two vendors (TCT, Inc., and Econolite) that usually supply materials to the DPT Signal Division meet the City's MBE and WBE requirements. Mr. Mirabdal expects that TCT, Inc. will supply the specified equipment in support of the subject Traffic System Management Project.

2. It is expected that the installation of these devices would save approximately 1,615 trolley coach hours and 2,183 LRV operating hours annually, resulting in a total of approximately \$110,639 in operating cost savings annually. Subtracting the projected annual maintenance costs of approximately \$13,000 from the projected \$110,639 in annual operating cost savings would result in a future net cost savings of an estimated \$97,639 annually.

3. Ms. Gail Bloom of the PUC Finance Bureau advises that a report will be provided to the Board of Supervisors regarding the cost savings resulting from the installation of the proposed traffic signal preemption devices. Ms. Bloom anticipates that the report will be completed in FY 1994-95 after the devices have been installed and sufficient time has passed to obtain a comparison of operating costs before and after the installation of the proposed equipment.

4. Except for the \$20,000 allocated to the Department of Parking And Traffic (DPT) for contractual services, all other monies have been allocated to MUNI for labor costs and leasing of equipment and to the Purchaser for the acquisition of materials and supplies.

5. The Purchaser has already ordered the 36 overhead contact pans and 36 interface boxes used for the proposed traffic signal preemption devices in conjunction with the Traffic System Management Project.² As noted in the budget above, the additional \$18,010 is the difference between the original estimated cost of the equipment and the current revised cost for the equipment.

6. Further, MUNI had originally identified the cost for these devices at \$61,500. The previous release of reserve for these materials, however, was \$62,580 based on a revised cost estimate, or \$1,080 more than was needed. Therefore, the current request for release is overbudgeted by \$1,080.

Recommendation: Release \$205,780 of the \$206,860 from reserve. Do not release \$1,080 and continue to reserve this \$1,080 in accordance with Comment No. 6 above.

² The overhead contact pans and interface boxes are electrical devices that will control traffic signals when MUNI trolley buses and LRVs are approaching an intersection, so as to allow the MUNI vehicles to pass through the intersections without stopping.

Item 1e - File 147-93-12

Department: Public Library

Item: Resolution authorizing the Public Library to accept and expend \$88,090 in grant funds from the California State Library to establish the San Francisco African American History Network in collaboration with the San Francisco African American Historical and Cultural Society Research Library and Archives, and acknowledging the inclusion of indirect costs in the grant award.

Grant Amount: \$88,090

Grant Period: October 31, 1993 to September 1, 1994

Source of Funds: California State Library

Project: San Francisco African American History Network

Description: The Board of Supervisors previously approved legislation authorizing the Public Library to apply for the proposed grant funds (File 147-93-7). The Public Library reports that the San Francisco African American Historical and Cultural Society Research and Library and Archives (AAHCSRL) is a community resource of research materials, which covers the history and contributions of people of African descent, with an emphasis on the San Francisco Bay Area. Included in the research and archive collection are original manuscripts, letters, documents, photographs, monographs, and periodicals.

The Public Library advises that the proposed grant funds would be used to provide (1) public on-line access to the research and archive collections of the AAHCSRL by adding these collections to the Public Library's computerized on-line catalog that provides public access to all of the Public Library's service locations and (2) public on-line access to the Public Library's collections at the AAHCSRL.

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Budget:	<u>Personnel - Public Library</u>	<u>FTE</u>	
	Management Inform. Syst. Tech. II	0.50	\$14,826
	Library Assistant	0.35	11,474
	Librarian I	<u>0.43</u>	<u>20,332</u>
	Total Salaries		\$46,632
	Fringe Benefits @ 25% of salaries		<u>11,657</u>
	Subtotal Personnel	1.28	\$58,289
	<u>Operating Expenses</u>		
	Telecom		\$2,584
	Supplies		5,468
	Printing		1,000
	Equipment		<u>14,224</u>
	Subtotal Operating Expenses		\$23,276
	Total Direct Charges		\$81,565
	<u>Indirect Charges</u>		
	8% of total direct charges		<u>\$6,525</u>
	TOTAL		\$88,090

Required Match: \$28,665 in in-kind contributions included in the Public Library's 1993-94 budget.

Indirect Costs: \$6,525 based on 8 percent of direct charges

Comments: 1. As noted above, the grant has a start-up date of October 1, 1993. The Public Library reports that no expenditures have been incurred against these grant funds. Therefore retroactive approval by the Board of Supervisors is not required.

2. Attached is a copy of the grant summary, as prepared by the Public Library, for this proposed grant funds.

3. The Public Library has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Elizabeth Hope Hayes Telephone: (415) 557-4200

Project Title: San Francisco African American History Network

Grant Source: California State Library

Proposed (New / Continuation) Grant Project Summary:

The San Francisco African American Historical and Cultural Society Research Library and Archives (AAHCSRL) is a community resource of valuable research materials, which cover the history and contributions of people of African descent, with emphasis on the San Francisco Bay Area. Included in the AAHCSRL collection are original manuscripts, letters, documents, photographs, monographs, periodicals, etc.. The San Francisco Public Library (SFPL) has a current and widely-used African American print collection of popular materials, including some reference, research and local history. In addition, SFPL's Special Collections Department houses an African American oral history project, both audio and transcripts, conducted by the Library in the late 70s. Offering San Franciscans (and other California Library patrons) equal access to these combined collections will enhance library services and expedite resource sharing for the AAHCSRL and SFPL. It is, therefore, the goal of this project to make available to San Francisco residents African American historical materials held by AAHCSRL and San Francisco Public Library.

Amount of Grant Funding Applied for: \$88,090

Maximum Funding Amount Available: \$89,000

Required Matching Funds: 28% *CALIF. Black Caucus L. L. L. by historical*

Number of Positions Created and Funded: 3

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? 0

Term of Grant: October 1993 - September 1994

Date Department Notified of Available funds: April 1993

Application Due Date: June 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Kenneth E. D. ...

Department Head Approval

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 1f File 156-93-5

Department: Private Industry Council (PIC)

Item: Resolution approving the expenditure, by the Private Industry Council, of \$89,356 of 1989 Federal funds for services to refugees.

Description: The Private Industry Council, a non-profit organization, administers three sets of refugee funds on behalf of the City. These funds originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services (SDSS). The Refugee Employment Social Services (RESS), the Refugee Targeted Assistance Program (RTAP) Title VII and the Mutual Assistance Association (MAA) funds are used to provide employment and training services to refugees who are receiving public assistance. The PIC contracts with community based agencies for the provision of direct services to the program clients. The State allows the PIC to budget up to 15 percent of the total amount allocated for administrative purposes.

The PIC advises that the Office of Refugee Resettlement has authorized the PIC to carry forward and expend an unexpended balance of \$89,356 in RTAP funds from 1989. The carry forward funds in the \$89,356, brings the total amount budgeted for PIC this fiscal year to \$859,814. The PIC's proposed expenditure of the \$89,356, is as follows:

PIC Administration (15%)	\$13,403
Transportation for program participants	5,543
Contractual Services:	
<u>Career Resources Development Corporation</u> (employment services)	5,800
<u>Catholic Charities</u> (employment services and referral and case management of on-the-job training services)	27,210
<u>Jewish Vocational Services</u> (employment services and referral and case management of on-the-job training services)	22,699
<u>Mutual Assistance Association Council Inc.</u> (employment services)	14,701
Total	\$89,356

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 1g - File 133-93-5

Department: Chief Administrative Officer (CAO),
Solid Waste Management Program

Item: Resolution authorizing the CAO to apply for a grant and
waiving indirect costs.

Amount: Up to \$120,000

Source of Funds: California Integrated Waste Management Board

Program: Household Hazardous Waste Collection Program (HHWCP)

Description: The Household Hazardous Waste Collection Program is a
joint effort between the CAO's Office and the Sanitary Fill
Company that allows residents to properly dispose of their
household hazardous waste (paint, motor oil, and pesticides.)
Grant funds are awarded by the State to those counties that
have implemented household hazardous waste collection
programs. The proposed grant funds would reimburse the
CAO's Office for public outreach and education expenses
incurred as part of the City's Household Hazardous Waste
Collection Program in Fiscal Year 1992-93.

Budget:

Postage for mailing information to all San Francisco residents	\$30,000
Public outreach in the Asian and Latino communities	10,000
Development of school curriculum for school year 1993-94	10,000
Transit Shelter signs on effects of illegal toxic dumping of waste oil	7,000
Printing 20,000 copies of "Garbage Cans and Garbage Can'ts" brochure	18,000
Implement public outreach recommendations based on results of hazardous waste reduction market research study	15,000
Annual report on Household Hazardous Waste Collection Facility	5,000
Slide advertising HHWCF at Kabuki Theater	1,000

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Printing brown paper shopping bags advertising HHWCF, to be distributed at grocery stores	\$5,000
Public Outreach targeting specific communities based on abandoned waste in the streets	<u>19,000</u>
Total	\$120,000

Indirect Costs: None (See Comment No. 2)

Comments:

1. The State awards the proposed grant funds on a formula based on the total population of the county. The proposed grant request is for "up to" \$120,000 because, as of the writing of this report, the amount of funding available for San Francisco has not been finalized. Therefore, the Solid Waste Management Program will request authorization to accept and expend the grant in future legislation.
2. According to Ms. Maria Baird of the Solid Waste Management Program, the grantor does not allow for indirect costs. The proposed resolution therefore requests authorization for the CAO to waive indirect costs on the proposed grant.
3. The CAO's Solid Waste Management Program has prepared a Disability Access Checklist for the proposed grant. A copy of this checklist is included in the Board's file.
4. A copy of the Grant Summary Form prepared by the Solid Waste Management Program is attached.

Recommendation: Approve the proposed resolution.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Chief Administrative Officer, Solid Waste Management Program

Contact Person: Maria Trapalis-Baird Telephone: (415) 554-3444

Project Title: Household Hazardous Waste Collection Program

Grant Source: California Integrated Waste Management Board

Proposed (New / Continuation) Grant Project Summary:

The Grant will be used on public education and outreach for the City's Household Hazardous Waste Collection Program. The program is a joint effort between the Office of the Chief Administrative Officer and Sanitary Fill Company which allows San Francisco residents to properly manage their household hazardous waste.

The money is awarded by the California Integrated Waste Management Board each year to those counties that have implemented household hazardous waste collection programs. This is the fourth year the program is in existence. The grant is actually reimbursement for expenses incurred as part of the City's Household Hazardous Waste Collection Program in fiscal year 1992-1993.

The California Integrated Waste Management Board awards the grant on a formula based on the total population in the County. The amount received by San Francisco will depend on how many other jurisdictions apply for grant funding.

Amount of Grant Funding Applied for: Up to \$120,000.00

Maximum Funding Amount Available: \$4 million for the entire State of California

Required Matching Funds: - 0 -

Number of Positions Created and Funded: - 0 -

Amount to be Spent on Contractual Services: \$100,000.00

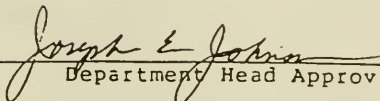
Will Contractual Services be put out to Bid? Yes

Term of Grant: One Year

Date Department Notified of Available funds: October 18, 1993

Application Due Date: December 17, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):



Department Head Approval

Item 1h - File 146-93-58

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to accept and expend a grant up to the amount of \$11,137,500 which excludes indirect costs, from the Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT) through the State of California, Department of Alcohol and Drug Programs to provide centralized substance abuse treatment enhancement and placement services in San Francisco as a "Target City"; waiving indirect costs.

Grant Amount: Up to \$11,137,500

Grant Period: Five years, from September 1, 1993 to August 31, 1998 (see Comment #1)

Source of Funds: Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT)

Project: Substance Abuse Treatment Access to Intervention and Recovery Services (STAIRS)

Description: The STAIRS project involves the development of an effective comprehensive substance abuse service model to address the needs of all populations served. The STAIRS project will consist of two centralized intake, assessment and referral units to refer clients to appropriate programs for treatment. A group of outreach workers would work in conjunction with the referral units to assist in client placement. The referral units and outreach workers would function as "independent brokers" who will refer clients to programs specific to their needs and without favoritism to any program or treatment modality. The staff would consist of continuous case counselors, assessors, medical, administrative, evaluation, and management information system staff. The project will coordinate with a wide array of addiction, primary health, mental health, social, vocational, criminal justice, HIV/TB/STD, and other services. Enhancements such as training, computerization, medical assistance, psycho-social services, vocational services, child care assistance, and improvement in staffing patterns will be provided to community based organizations.

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Budget: The preliminary budget for the first year of the five year grant period is as follows (the actual budget for contractual services will depend upon the proposals received pursuant to a request for proposal process):

DPH Personnel

1823 Senior Administrator (1.0 FTE)	\$55,810	
Fringe (26%)	<u>14,510</u>	
Total Personnel		\$70,320

Contractual Services

Personnel

Assessment Director/Clinical Supervisor	(.92 FTE)	\$53,215
Assessment Center Coordinator	(.92 FTE)	49,859
Assessment Counselors	(2.9 FTE)	108,020
Case Managers	(1.0 FTE)	37,230
Clerical	(1.2 FTE)	29,701
M.D.	(.25 FTE)	22,724
Nurse Practitioner	(.5 FTE)	33,338
Phlebotomist	(.5 FTE)	19,032
Primary Health Liaison	(.5 FTE)	13,246
Licensed Clinical Social Worker	(.92 FTE)	40,260
Court Liaison	(.5 FTE)	14,000
Management Information System Director	(.92 FTE)	52,492
HIV Counseling	(.5 FTE)	12,500
Case Counselor	(.42 FTE)	13,000
Planning Consultant	<u>(1.0 FTE)</u>	<u>45,000</u>
Subtotal Personnel	12.95	\$543,617

Operating Costs

Insurance	\$4,000
Rent	23,000
Repair, Maintenance & Build-Out	42,000
Utilities	5,500
Telephone	7,000
Furniture	23,000
Office Supplies	8,000
Tuberculosis/Supplies/X-Rays	20,000
Sexually Transmitted Disease Screening	20,000
Medical Supplies	10,000
Equipment	30,000
Travel- Out of Jurisdiction	19,680
Travel- Local	5,000
Publicity	36,000
Training	45,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Client Transport Vouchers	\$3,200
Hotline	45,000
Administrative Overhead	<u>99,083</u>
Subtotal Operation Costs	\$445,463
Evaluation Services	\$225,000
Criminal Justice Link	\$100,000
Software, Hardware, Consultation & Increased Training Support	<u>\$215,600</u>
Total Contractual Services	<u>\$1,529,680</u>
TOTAL PROJECT	\$1,600,000

Required Match: None.

Indirect Costs: None. Federal regulations prohibit payment of indirect costs.

Comments: 1. According to Mr. Michael Hart of CSAS, none of the proposed grant funds have been expended. Therefore the proposed resolution does not need to be amended to ratify action previously taken.

2. The proposed resolution would authorize the DPH to accept and expend grant funds up \$11,137,500. However, according to Mr. Hart, DPH will only receive \$1,600,000 for the first year's funding. Therefore, the proposed resolution should be amended to authorize DPH to accept and expend \$1,600,000. DPH will submit separate legislation in the future to accept and expend Federal Funds as they are awarded.

3. Mr. Hart reports that no contractors have been selected to provide for the contractual services. Mr. Hart reports that contracts for these services will be awarded through a Request For Proposal process. Because the contractors have not been selected, the proposed resolution should be amended to reserve the \$1,529,680 for contractual services pending selection of the contractors, the MBE/WBE status of the contractors and the contract cost details.

4. The Department's Grant Summary Request Form is attached.

5. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendation: Amend the proposed resolution to authorize the DPH to accept and expend \$1,600,000, placing \$1,529,680 on reserve, pending the selection of the contractors, the MBE/WBE status of the contractors and the contract cost details. Approve the proposed resolution as amended.

Grantor: USDHHS/Center for Substance Abuse Treatment (CSAT)

Contact Person: Jerome Jaffe & Lisa Scheckel

Address: 5600 Fishers Lane
Rockville, MD 20857

Amount Requested: \$11,137,500

Term: From 9/30/93 To 9/29/98

Health Commission _____ Board of Supervisors: _____

Mental Health and

Division: Substance Abuse Services

Section: Community Substance Abuse Services

Contact Person: Wayne Clark, Ph.D.

Telephone: 255 3500

Application Deadline: N/A

Notification Expected: N/A

Finance Committee: _____

Full Board: _____

Attachment
Page 1 of 2

I. Item Description: Request to accept and expend a new allocation grant in the amount of \$11,137,500 from the period of September 30, 1993 to September 29, 1998 to provide centralized substance abuse treatment enhancement and placement services.

II. Summary: (Context/history, need addressed; number + groups served; services and providers)

The U.S. Department of Health and Human Services (USDHHS)/Center for Substance Abuse Treatment (CSAT) has awarded a grant up to the amount of \$11,137,500 for five years based on Community Substance Abuse Services' (CSAS) application which identifies San Francisco as a "target city" for substance abuse service augmentation and enhancement. (Continued on Page 1b Attached)

III. Outcomes/Objectives:

Please refer to the "Project Goals and Objectives" beginning on Page 36 of the attached project concept paper.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds in any subsequent year of this award would result in a comparable reduction or termination of services.

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/ Original	Col. C Proposed	Col. D Change	Req. Match	Approved by
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Grant Amount	N/A	N/A	\$11,137,500	N/A	N/A	N/A
Personnel			0			
Equipment			0			
*Contract Svc.			\$11,137,500			
Mat. & Supp.			0			
Facilities/Space			0			
Other/Admin.			0			
Indirect Costs			0			

VI. Data Processing

(costs included above)

0

VII. Personnel

F/T CSC	N/A
P/T CSC	N/A
Contractual	*

*Total FTEs for contractual are unknown at this time. Please refer to the projected first year budget for a list of positions.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No; all grant funded employees will be advised of the temporary nature of their employment.

*VIII. Contractual Services: Open Bid XXXX Sole Source _____ (if sole source, attach Request for Exemption Form)

DMS/CSAS - Request to accept and expend a new allocation grant in the amount of \$11,137,500 from the period of September 30, 1993 to September 29, 1998 to provide centralized substance abuse treatment enhancement and placement services.

II. Summary (Continued from Page 1)

The attached abstract titled "Substance Abuse Treatment access to Intervention and Recovery Services" (STAIRS) describes in detail the need for services, goals, data, structure, management, evaluation, and implementation for this project.

The attached budget is a projection for the first year only in the amount of \$1,600,000. The award letter (a copy of which is attached) shows a first year award of \$1,637,500. The \$37,500 difference is shown as "indirect cost" which the State of California/Department of Alcohol and Drug Programs is taking for its own administration as the City's project monitor.

Successive years of the project will adhere roughly to this funding pattern excluding project start-up costs. More funds will be available in years two through five for centralization of client intake and augmentation and expansion of substance abuse services. Total funds available for years two through five are as follows: \$2,000,000/year two and \$2,500,000/years three through five. The State's indirect costs -- unknown at this time -- will be taken from these amounts.

The project will be in two phases:

Phase I involves a bid/selection process to identify a contractor through whom the Department will coordinate the project start-up as fast as possible. It is essential that the Department be able to obligate and expend funds immediately in order to comply with the federal directive to do so or risk reduction or loss.

Phase II will be a formal bid for substance abuse services from eligible treatment agencies. Successful candidates will be part of a client treatment network which will be linked to centralized client intake centers to expedite clients to appropriate outpatient or residential treatment sites. Services include a 24-hour information and referral hot line. Networked services will be primarily substance abuse plus mental health, homeless and HIV/AIDS as appropriate. Placement will also take ethnicity/community, gender and sexual orientation into account. Funds will be allocated to meet the needs of clients within these categories and adjusted based on feedback data of client referrals.

Although the federal award does not include any funds for a City indirect cost, project administration is included in Phase I for the selection of a project management contractor(s) who will report to, and take direction from, CSAS. Administrative costs borne by the City will therefore be minimal.

Item 1i - File 148-93-9

Department: Department of Public Works (DPW)

Item: Resolution authorizing the DPW to retroactively apply for, accept and expend up to \$1,317,000 in Federal funds for curb ramp construction. (A curb ramp allows wheelchairs access between a sidewalk and a pedestrian crosswalk.)

Grant Amount: Up to \$1,317,000

Grant Period: Fiscal Years 1994-95, 1995-96, 1996-97

Source of Funds: 1995 Federal Transportation Improvement Program funds from the Surface Transportation Program (STP)

Project: Curb Ramp Construction

Description: The Surface Transportation Program is a grant program under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 which authorizes funding for Federal highway and transit programs for a six-year period through Fiscal Year 1996-97. The DPW previously applied for a \$1,000,000 grant from this funding source for the first three Fiscal Years, 1991-92, 1992-93 and 1993-94 (File 148-92-6). The proposed grant would fund a total of 732 curb ramps at various intersections, as follows:

<u>Intersections</u>	<u>Curb Ramps</u>
Clement Street at Funston, Park Presidio, 12th, 14th, 15th, 16th, 17th, 18th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th	60
Irving Street at Sunset Blvd., 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th	88
Ocean Avenue at Plymouth, Brighton, Lee, Harold, San Jose, Delano, Otsego, Cayuga, Alemany, Mission	40
Monterey Blvd. at Yerba Buena, Plymouth, Colon, Valdez, Hazelwood, Ridgewood, Gennessee, Foerster, Edna, Congo	40

<u>Intersections</u>	<u>Curb Ramps</u>
Stockton Street at Greenwich, Lombard, Fielding, Chestnut, Pfeiffer, Francisco, Bay, North Point, Beach	36
Stanyan Street at Frederick, Beulah, Waller, Haight, Page, Oak, Fell, Hayes, Fulton, McAllister, Paramount Terrace, Golden Gate, Turk, Anza, Geary	60
7th Avenue at Clarendon, Lawton, Kirkham, Judah, Irving, Hugo, Lincoln	28
Church Street at Duncan, Comerford, Army, Clipper, Jersey, Elizabeth, Hill, Liberty, Cumberland, Hancock, Dorland, Chula Lane, Market, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 25th, 26th, 27th, 28th	104
Richland Avenue at Mission, Leese, Murray, Andover	16
Noriega Street at Sunset Blvd., 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th	88
Cortland Avenue at Bay Shore Blvd, Hilton, Peralta, Bradford, Bronte, Nebraska, Putnam, Nevada, Prentiss, Banks, Folsom	44
Potrero Avenue at Mariposa, Alameda, Division, 15th, 16th, 17th, 18th, 19th	32
California Street at Broderick, Baker, Lyon, Presidio, Walnut, Laurel, Maple, Commonwealth, Cherry, Jordan, Palm, Arguello, 2nd, 3rd, 4th	60
Duboce Avenue at Market, Webster, Church, Fillmore, Belcher, Sanchez, Walter, Noe, Scott	<u>36</u>
Total	732

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Project Budget:

	<u>Federal Funds</u>	<u>Local Match</u>	<u>Total Project</u>
<u>DPW and Related City Costs</u>			
Engineering and Construction Mgmt.	\$105,292	\$13,682	\$118,974
Building Repair	120,130	15,610	135,740
DPW Overhead (Indirect Cost)	<u>0</u>	<u>143,086</u>	<u>143,086</u>
Total DPW and Related City Costs	\$225,422	\$172,378	\$397,800
<u>Contractual Services</u>			
Construction Contracts	\$992,315	\$128,945	\$1,121,260
Construction Contingencies (10%)	<u>99,232</u>	<u>12,894</u>	<u>112,126</u>
Total Contractual Services	\$1,091,547	\$141,839	\$1,233,386
Total Project	\$1,316,969	\$314,217	\$1,631,186

Required Match: \$314,217 from local half-cent sales tax funds

Indirect Costs: Federal Highway Administration does not allow Federal funding of indirect costs (either Citywide indirect costs or DPW overhead/indirect costs).

Comments:

1. DPW has submitted the attached Grant Application Information Form which summarizes the proposed grant request.
2. The selection of the proposed 720 curb ramp constructions is based on DPW's program to target schools, hospitals, public facilities and recreation areas throughout the City for curb ramp construction. The DPW program estimates that to complete curb ramp constructions and reconstructions for the entire City would cost approximately \$12 million. The previously approved STP grant of \$1,000,000 plus the required local match of \$186,342 and the proposed STP grant of up to \$1,317,000 plus required local match of \$314,217 would provide a total of \$2,817,559 of the total funding required for this project. Ms. Karen Gelman of DPW advises that DPW is considering other sources of funding such as the half-cent sales tax revenues and Transit Development Act (TDA) Article 3 funds as sources for the approximately \$9,182,441 unfunded cost of this project.

3. The proposed Federal grant provides 88.5 percent of eligible costs which is computed as follows:

Total Project Cost	\$1,631,186
Less DPW Overhead	<u>143,086</u>
Subtotal	\$1,488,100
Federal Eligibility Percent	<u>x .885</u>
Total Federal Funds	\$1,316,969

4. The proposed resolution would authorize application for the proposed grant retroactively because DPW submitted the application in September, 1993.

5. Ms. Gelman also advises that Requests for Proposals (RFP) have not been initiated for contractual services totaling \$1,233,386. Therefore the \$1,091,547 in Federal funding for contractual services should be reserved pending identification of the contractors, the MBE/WBE status of the contractors and the contractors' cost details.

Recommendation: Amend the proposed resolution to reserve \$1,091,547 for contractual services as identified in Comment 5 above, pending identification of the contractors, the MBE/WBE status of the contractors and the contractors' cost details, and approve the proposed resolution as amended.

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Karen Gelman 554-8235

Project Title: Curb Ramp Construction

Grant Source: Surface Transportation Program

Proposed (New / Continuation) Grant Project Summary:

The Surface Transportation Program (STP) is a grant program under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) which authorizes funding for federal highway and transit programs until Fiscal Year 1996-97. This grant request is for curb ramp construction at various locations throughout the City.

Amount of Grant Funding Applied for: \$1,317,000

Maximum Funding Amount Available: \$1,317,000

Required Matching Funds: \$314,217

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$1,091,547

Will Contractual Services be put out to Bid? Yes

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Karen Gelman 554-5235

Project Title: Curb Ramp Construction

Grant Source: Surface Transportation Program

Proposed (New / Continuation) Grant Project Summary:

The Surface Transportation Program (STP) is a grant program under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) which authorizes funding for federal highway and transit programs until Fiscal Year 1996-97. This grant request is for curb ramp construction at various locations throughout the City.

Amount of Grant Funding Applied for: \$1,317,000

Maximum Funding Amount Available: \$1,317,000

Required Matching Funds: \$314,217

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$1,091,547

Will Contractual Services be put out to Bid? Yes

Item 2 - File 12-93-15

1. This item is a hearing to consider requiring the City to voluntarily begin complying with Senate Bill 1423 and report the names of new City employees to the New Employee Registry in California. Although Senate Bill 1423 has been enacted, the City has not yet been officially told to comply with its provisions.

2. Senate Bill 1423 requires employers to file with the Employment Development Department (EDD), within 30 days of hiring, rehiring or return to work of any employee the following information:

- The first initial, last name and social security number of the employee.
- The employer's name, address and state employer identification number.

3. The objective of Senate Bill 1423 is to locate parents who owe child support and change jobs frequently in order to attach their wages. EDD would compare the new employee information received from employers to information received from the State Department of Social Services (DSS) and the California Parent Locator Service (CPLS) about parents who owe child support. EDD would submit to these agencies the locations of parents who owe child support.

4. According to the author of SB 1423, the single most important tool for collecting child support is the placing of attachments on employee wages. Employees who change jobs frequently avoid paying child support through wage attachments because they remain ahead of current information gathering techniques for locating the present employer of the constantly moving parent that owes child support.

5. This item is to consider requiring the City to voluntarily comply with Senate Bill 1423. Such compliance would require the Civil Service Commission to send information about new employees to EDD within 30 days of hiring the new employees. The Civil Service Commission already submits the required information about new employees to EDD but submits such information quarterly instead of within 30 days of the new hire as is required under Senate Bill 1423. Therefore, compliance with Senate Bill 1423 would not have a significant fiscal impact on the City.

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 3 - File 47-93-9

Note: This item was continued from the November 17, 1993 Government Efficiency and Labor Committee meeting.

Departments: Parking and Traffic
Real Estate

Item: Ordinance approving the form of the Performing Arts Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the Performing Arts Garage using those documents.

Description: The proposed ordinance would approve the form of the Performing Arts Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the Performing Arts Garage.

The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Performing Arts Garage. The specific parking rates charged at the Performing Arts Garage are subject to approval by the Board of Supervisors.

The Performing Arts Garage is a 612-space parking facility, located on Grove Street, between Franklin and Gough Streets.

To be qualified to bid on the proposed management agreement, a potential bidder must (1) be a certified Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE), as determined by the City's Human Rights Commission; (2) have successfully managed or operated one or more attendant parking facilities having at least 200 parking spaces and gross monthly revenues of at least \$25,000 for a period of at least one year; and (3) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement.

Comments:

1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking Authority Commission has set aside the management of two facilities for bidding by minority-owned and women-owned businesses only. The first of these two facilities to be bid will be the Performing Arts Garage. Mr. Hagerty reports that the other MBE/WBE set aside parking facility will be the 1660 Mission Street Garage (See Item 6 of this report, File 47-93-11).

2. In accordance with the provisions established by the Parking and Traffic Commission at its September 21, 1993 meeting, the proposed bids will exclude joint-ventures with non-minority firms so that the participation of minority-owned and women-owned businesses is maximized. Furthermore, the Parking and Traffic Commission recently evaluated the requirements for all necessary bonds to ensure that they would not be a barrier to qualified minority-owned or women-owned business. Mr. Hagerty reports that the Parking and Traffic Commission set (1) the bid bond for the proposed Performing Arts Garage operator at \$2,000, down from the original \$5,000, (2) the performance bond at \$120,000, down from the original \$225,000, and (3) the blanket fidelity bond at \$100,000 rather than approximately \$300,000. According to Mr. Keith Grand, the City's Risk Manager, Mr. Grand worked with the Department of Parking and Traffic to determine the appropriate levels of bonds needed to protect the City. Mr. Grand reports that the proposed lowered bond levels will provide adequate protection for the City.

3. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 garages and two surface operator parking lots, under its jurisdiction. Six of the garages are currently operated by non-profit corporations. Of the remaining nine garages and two surface lots, three garages and one surface lot are operated by a City-certified MBE firm.

4. Five Star Parking is the current operator of the Performing Arts Garage. Five Star Parking's five year contract, expired at the end of September, 1993 and has continued to operate the Garage on a month-to-month basis. Under the current provisions of the contract, Five Star Parking pays the City 72.18 percent of the gross

revenues, after deducting parking taxes, or a minimum of \$20,000 per month. In 1992-93, Five Star Parking paid the City a total of \$590,000 in net revenues.

5. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract rather than the current percent of gross lease arrangement. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee. This would enable the City, the use of such funds upfront, instead of the current arrangements, whereby the garage operator deducts their fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$900,000 from the Performing Arts Garage in 1993-1994.

6. Mr. Hagerty notes that there is currently an arrangement at the Performing Arts Garage that provides approximately 50 free parking spaces to employees of the City's Department of Public Works and Superior and Municipal Courts on weekdays. The Parking and Traffic Commission recently adopted a resolution urging the Board of Supervisors to rescind these free parking privileges. The Board of Supervisors is currently reviewing the issue of providing free parking in City garages on a City-wide basis.

7. Award of the management agreement to a parking operator would require separate future legislation subject to approval of the Board of Supervisors.

8. Mr. Hagerty reports that Five Star Parking, the current operator of the Performing Arts Garage, has submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside. Mr. Hagerty reports that the Department has reviewed this matter with the Human Rights Commission and the City Attorney's Office. Based on an opinion from the City Attorney Office, Mr. Hagerty reports that this issue will be further reviewed on December 7, 1993 by the Parking and Traffic Commission, in Executive Session. Therefore, the Department requests that this item be continued, pending the outcome of the December 7, 1993 Parking and Traffic Commission's review.

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December 1, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Continue the proposed ordinance until December 15, 1993.

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December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 4 - File 51-93-3.1

Note: This item was continued from the November 17, 1993 Government Efficiency and Labor Committee Meeting.

1. The proposed hearing would consider employee claims of Hernan Canas and Judge Chiantelli for reimbursement for the cost of personal property damaged and/or stolen in the line of duty during July, August and September, 1993.

2. Section 10.25 of the City's Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

3. The two employee claims, as submitted by the Controller's Office, are as follows:

<u>Dept and Claimant</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>	<u>Controller's Comment</u>
Superior Court - Judge Alfred G. Chiantelli	\$510.00	\$200.00	Allow replacement of Judge's robe and desk set, as required for performance of job duties. Deny other items as personal in nature.
Dept. of Public Works - Hernan Canas	<u>\$1,146.61</u>	<u>\$0</u>	Deny on technical grounds. Auto not required for performance of employee work duties. However, auto was parked on City property, resultant damage came from unusual event, employee does not appear to be at fault.
Total	\$1,656.61	\$200.00	

Comments

1. The Controller has certified that funds are available for these employee reimbursements. The source of funds is Claims and Judgments, General Fund, included in the 1993-94 budget.

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2. At the November 17, 1993 Government Efficiency and Labor Committee Meeting, the Committee severed the proposed two employee claims from the original 15 employee claims submitted. The Committee approved the remaining employee claims, as recommended by the Controller's Office.

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December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 5 - File 38-93-13

Department: Public Library

Item: Resolution accepting a gift valued at \$42,000, for use by the San Francisco Public Library.

Amount: \$42,000

Description: The proposed resolution would authorize the acceptance of 744 videotapes valued at \$42,000 from the John D. and Catherine T. MacArthur Foundation. According to Ms. Gloria Hansen of the Public Library, these videotapes consist of a variety of Public Broadcasting System programs as well as other quality film/video productions.

Comment: According to Ms. Hansen, the acceptance of these tapes will not result in additional costs to the City. The work required to label and catalogue the videotapes will be done with existing Library Staff, according to Ms. Hansen.

Recommendation: Approve the proposed resolution.

Item 6 - File 47-93-11

- Departments:** Parking and Traffic
Real Estate
- Item:** Ordinance approving the form of the 1660 Mission Street Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the 1660 Mission Street parking facility using those documents.
- Description:** The proposed ordinance would approve the form of the 1660 Mission Street Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the 1660 Mission Street parking facility.
- The 1660 Mission Street parking facility is a 60-space parking facility, located on the corner of 13th Street and South Van Ness Avenue. Additionally, the proposed management agreement and bidding documents would include a 100-stall surface parking facility called the 13th Street Lot also located at the corner of 13th Street and South Van Ness Avenue. The City recently acquired these parking facilities and does not currently have an operator to manage them. The proposed ordinance would, in part, permit the Department of Parking and Traffic to begin the process to select an operator for these parking facilities.
- The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the 1660 Mission Street parking facility. The specific parking rates charged at the 1660 Mission Street parking facility are subject to approval by the Board of Supervisors.
- To be qualified to bid on the proposed management agreement, a potential bidder must (1) be a certified Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE), as determined by the City's Human Rights Commission; and (2) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement. A potential bidder is not required to have previously managed or operated attendant parking facilities.

Comments:

1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking and Traffic Commission has set aside the management of two of its parking facilities for bidding by minority-owned and women-owned businesses only. The first of these two facilities to be bid will be the Performing Arts Garage (Item 3, File 47-93-9 of this report). The other MBE/WBE set aside parking facility will be the subject 1660 Mission Street parking facility.

2. In accordance with the provisions established by the Parking and Traffic Commission at its September 21, 1993 meeting, the proposed bids will exclude joint-ventures with non-minority firms so that the participation of minority-owned and women-owned businesses is maximized. Furthermore, the Parking and Traffic Commission recently evaluated the requirements for all necessary bonds to ensure that they would not be a barrier to qualified minority-owned or women-owned business. The Parking and Traffic Commission set (1) the blanket fidelity bond at \$15,000; and (2) the faithful performance surety bond at \$20,000. Mr. Hagerty reports that these bond amounts are lower than the Department would normally establish. According to Mr. Keith Grand, the City's Risk Manager, Mr. Grand worked with the Department of Parking and Traffic to determine the appropriate levels of bonds needed to protect the City. Mr. Grand reports that the proposed lowered bond levels will provide adequate protection for the City.

3. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 parking garages and two surface operator parking lots, under its jurisdiction. Six of the garages are operated by non-profit corporations. Of the remaining nine garages and two surface lots, three garages and one surface lot are operated by City-certified MBE firms.

4. Based on the proposed bid documents, the future garage operator's management agreement would be in the form of a fixed rate operator contract. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the fixed management fee. This would enable the City to use such funds upfront, instead of the current arrangements in

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other City-owned parking facilities, whereby the garage operator deducts their fixed fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$120,000 from the 1660 Mission Street parking facility annually.

5. Mr. Hagerty reports that the estimated gross revenues of \$120,000 will not be sufficient to cover the costs of managing the 1660 Mission parking facility. The Department estimates the cost to manage the new parking facility to be approximately \$123,600 annually or \$3,600 more than the estimated revenues. Mr. Hagerty advises that this parking facility will most likely require a subsidy of \$3,600 to cover its annual costs. The City's Parking Tax comprises \$24,000 of the estimated \$123,600 in expenses. Thus, while the 1660 Mission Street parking facility would require a \$3,600 subsidy, the City would realize a net gain of \$20,400 (\$24,000 estimated Parking Tax revenue minus \$3,600 subsidy).

6. Mr. Ken Chopping of the Department of Real Estate advises that if an operational subsidy of \$3,600 is required such a subsidy would come from the City's 1660 Mission Street building operation's budget. Mr. Chopping reports that the 1660 Mission Street building operation's annual budget will be approximately \$623,900. The \$623,900 annual budget will be funded as follows:

<u>Department</u>	<u>Percent</u>
Bureau of Building Inspection	61.4%
Planning Department	37.4%
Fire Department	<u>1.2%</u>
Total	100%

7. Mr. Hagerty notes that because the 1660 Mission Street parking facility is new, it will not initially generate enough revenue to support the facility's costs. In addition, the proposed management agreement stipulates that of the 160 total parking stalls, the City would permanently reserve 14 stalls, 24 hours a day to park City-owned vehicles. The management agreement further stipulates that for a 17-hour period each day between 4:00 p.m. and 9:00 a.m., an additional 12 stalls would be set aside for Department of Public Works (DPW) vehicles in this parking facility, for a total of 26 parking stalls used to park City-owned vehicles. Using these 26 parking stalls to

store City-owned vehicles reduces the amount of revenue the Garage can generate from paying customers.

8. The actual award of the management agreement to a parking operator would require separate future legislation subject to approval of the Board of Supervisors.

9. Mr. Hagerty reports that the current operator of the Performing Arts Garage has submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside at that garage. Mr. Hagerty reports that the Parking and Traffic Commission, in Executive Session on December 7, 1993 will be reviewing a recent opinion from the City Attorney regarding this matter (See Item 3, File 47-93-9 of this report). As a result, the Department has requested that the Performing Arts Garage legislation be continued pending the outcome of the Parking and Traffic Commission's review. Because the proposed ordinance is also a MBE/WBE set aside, the outcome of the Parking and Traffic Commission's review of the Performing Arts Garage MBE/WBE set aside may affect the proposed 1660 Mission Street Garage ordinance.

10. In response, Mr. Hagerty reports that the 1660 Mission Street Garage is a new facility. Furthermore, based on a proposed schedule for the 1660 Mission Street Garage facility to be operational by April 1, 1994, Mr. Tony DeLucchi of the Real Estate Department reports that there is insufficient time to delay the approval of the proposed documents and request for bids, pending the outcome of the Parking and Traffic Commission's review of the Performing Arts Garage set aside provisions. However, the Budget Analyst is concerned regarding the set aside provisions of the proposed 1660 Mission Street management agreement, which is similar to the set aside provisions of the Performing Arts Garage which is being subject to further review, and possible change, by the Parking and Traffic Commission. Depending on the actions of the Parking and Traffic Commission, it could directly affect the proposed documents and request for bids. According to Mr. DeLucchi, if the Parking and Traffic Commission changes its position regarding the set aside provisions, the proposed ordinance could be amended to reflect such changes at the full Board of Supervisors meeting on December 13, 1993.

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11. Furthermore, the Budget Analyst is concerned regarding the provision that the potential bidder for the 1660 Mission Street Garage is not required to have previously managed or operated attendant parking facilities.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 7 - File 106-93-9

Department: Civil Service Commission

Item: Resolution fixing highest generally prevailing wage rates, for private employment on public contracts.

Description: The proposed resolution would determine that the highest general prevailing rate of wages paid for private employment on City contracts to various craft workers is as set forth in (a) the General Prevailing Wage Determination survey made by the Director of Industrial Relations of the State of California for all craft workers except Garage Attendants and (b) the agreement between Parking Employers and Teamster Automotive Employees, Local 665 for Garage Attendants.

Charter Section 7.204 requires that contracts for public works or improvements involving construction or fabrication shall provide for the payment of the highest prevailing wage rates to all persons performing labor under such contracts.

Section 6.37 of the City's Administrative Code gives authority to the Board of Supervisors to fix and determine the highest general prevailing wage rates. To assist the Board in the determination of these wage rates, the Civil Service Commission is required to furnish, on an annual basis, data as to the highest general prevailing rate of wages of the various crafts and types of labor, including wages paid on holidays and for overtime, as paid by private employers in the City. In determining these wage rates, the Board of Supervisors is not limited to the data submitted by the Civil Service Commission but may consider such other information on the subject as it may deem proper.

The Civil Service Commission has determined that the General Prevailing Wage Determination made by the State of California's Director of Industrial Relations represents the highest prevailing rates of wages for various craft workers except for Garage Attendants, such as those operating and maintaining City-owned parking lots and garages, because the State's General Prevailing Wage Determination survey does not include any data for Garage Attendants. Therefore, as an alternative, the Civil Service Commission used the agreement between Parking Employers and the Teamsters Automotive Employees, Local 665 as the benchmark for the highest general prevailing wage for Garage Attendants. According to the current three year agreement for the period beginning December 1, 1992, the highest hourly rate was

\$12.25 per hour as of December 1, 1992. This \$12.25 rate will be renegotiated effective December 1, 1993.

Comments:

1. Mr. Pat Finney of the Civil Service Commission reports that because the proposed resolution would apply to at least 250 different classifications, the Civil Service Commission has not estimated the average increase or decrease in wage rates for all of these positions. However, Mr. Finney notes that a copy of the report which specifies the increase or decrease in prevailing wage rates for each various craft worker position is in the Board of Supervisors file. Mr. Finney estimates that the overall increase in wage rates for all various craft worker positions combined would be less than four percent.

As noted above, any City department which enters into a contract is required by Charter Section 7.204 to pay the highest generally prevailing wage rate for labor performed under the contract. While the Civil Service Commission provides City departments with the annual highest generally prevailing wage rates data, the Civil Service Commission does not actively monitor wage rates paid under City contracts.

2. Mr. Geoff Rothman of the Civil Service Commission reports that the majority of public construction contracts which the proposed resolution would apply to are contracts in the Department of Public Works (DPW) and the Public Utilities Commission (PUC). However, the proposed resolution would also apply to public construction contracts in various City departments such as the Airport, the Port or the Water Department. Mr. Win Lwin of the DPW Contract Office reports that the majority of DPW's public construction contracts are in the DPW's Bureau of Architecture, and the Bureau of Engineering. Mr. Lwin indicates that in FY 1992-93, the DPW public construction contracts totalled approximately \$228.7 million.

Mr. Lwin reports that the percentage of the total contract cost which would be attributable to labor would depend upon the type of construction contract. For instance, Mr. Lwin indicated that a paving contract would have a greater percentage in material costs versus a sewer repair job which would have a higher percentage in labor costs. Assuming that the overall increase in wage rates for all various craft worker positions combined is four percent, and assuming a minimum of 50 percent of the FY 1992-93 contract costs of \$228.7 million are attributable to labor costs, the proposed

increase in costs to the City for DPW construction contracts would be as follows:

	Estimated Cost of Labor <u>FY 92-93</u>	Potential Cost of Labor <u>FY 93-94</u>	Additional <u>Cost to the City</u>
DPW Construction Contracts	\$114.35million	\$118.92million	\$4.57million

3. Mr. Arnold Baker of the PUC's Contract Compliance Office reports that for 1992-93 the PUC's construction contracts totaled \$128,310,222. Mr. Baker advises the amount of each contract which would be attributable to labor would vary, and would require an examination of each individual contract. Mr. Baker adds that the PUC Project Managers for public construction contracts monitor whether contractors and subcontractors are paying prevailing wages.

4. Mr. Kevin Hagerty of the Department of Parking and Traffic reports that the City currently has eleven City-owned parking garages and surface lots that would not be affected by this proposed resolution since the City's current annual revenues are based on a percentage of gross parking revenues and are therefore unaffected by garage operator costs.

Mr. Hagerty also reports that there are six non-profit garages where operators could pass on increased labor costs thereby reducing revenues to the City. However, Mr. Hagerty notes that the operators of these six non-profit garages are union operators, who already pay their employees at the current benchmark rate. Therefore, the approval of this resolution would not increase the current non-profit garage operating budgets or revenues paid to the City

5. Mr. Burke Delventhal of the City Attorney's Office reports that the Board of Supervisors is required to approve the highest generally prevailing wage rates paid for private employment under public contracts. As noted above, the Board of Supervisors may consider other information on the subject which would fix the highest generally prevailing wage rates other than the survey which is transmitted by the Civil Service Commission. However, Mr. Delventhal reports that this means that the Board of Supervisors may be provided with other data which indicates what the highest generally prevailing wage rates are, but the Board still must fix these wage rates.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 9 - File 186-93-2

Department: Public Administrator/Guardian, County Veterans Service Office

Item: This item is a hearing to consider the report of the County Veterans Service Office on its operations.

Description: On January 22, 1993, the Board of Supervisors approved legislation establishing a County Veterans Service Office (CVSO) for the City and County of San Francisco (File 97-92-40). The CVSO began operations on February 11, 1993. The responsibility of the CVSO is to assist veterans, their dependents and survivors in obtaining Federal and State benefits. The CVSO serves as a liaison and service coordinator between San Francisco veterans and the United States Department of Veterans Affairs and the California Department of Veterans Affairs. The California Department of Veterans Affairs reports that there are an estimated 78,849 veterans residing in the City and County of San Francisco.

The Public Administrator Guardian's 1993-94 budget includes an amount of \$211,058 for the CVSO (\$131,058 in General Fund monies plus \$80,000 in State subvention funds). The \$211,058 budgeted amount is detailed below:

Personnel

Senior Estate Investigator	\$45,623
Estate Investigator (2)	82,892
Fringe Benefits	<u>27,566</u>
Subtotal	156,081

Operating Expenses

Rent (including utilities and water)	\$42,365
Travel	5,000
Materials and Supplies	1,500
Reproduction	350
Other miscellaneous expenses	<u>5,762</u>
Subtotal	\$54,977

Total	\$211,058
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Mr. Ricardo Hernandez, Public Administrator-Guardian, advises that the CVSO is required to submit a semi-annual report to the Board of Supervisors on the status of the CVSO operations. In response to this requirement, the CVSO prepared a report to the Board of Supervisors, dated July 27, 1993, which outlines program activities and services provided

by the CVSO during its first six months of operation (see Attachment).

The CVSO's goals and objectives for 1993-94 include (1) to have all of its staff complete the CVSO training program administered by the State Department of Veterans Affairs by December 31, 1993, (2) to identify and record the number of veterans/dependents served by group, category, and service provided in order to meet State and City reporting requirements, (3) to file for 450 veteran pension/benefits a quarter, (4) to verify the income of 300 veterans per quarter, (5) to assist 225 homeless veterans a quarter, (6) to develop and implement a policy/procedure for the review and audit of the CVSO, (6) beginning in October of 1993, to conduct a quarterly in-house internal audit of the CVSO and (7) to meet the revenue goal of obtaining \$80,000 in State subvention monies by June 30, 1994.

Comment:

Mr. Hernandez advises that to date, the CVSO has filed 532 petitions for veterans who are receiving General Assistance (GA) or Social Security Insurance (SSI) to receive veterans benefits (i.e. pensions, disability) instead. Of the 532 petitions filed, according to Mr. Hernandez, 13 veterans, thus far, are now each receiving \$2,607 in monthly veterans benefits. In addition to the monthly benefits, Mr. Hernandez advises that a lump sum payment in the amount of \$21,607 was also received in total for these 13 veterans for retroactive payment of benefits. As of the writing of this report, Mr. Hernandez was unable to provide an estimate of the amount of savings that may have accrued to the City as a result of these veterans receiving veterans benefits instead of GA.

File No: _____

Direct Dial: _____

Attn: _____

PA/PG/CVSO:
Ricardo HernandezOffice Director:
David W. CollinsCVR:
Cheryl D. Cook
Shan T. Yue**MEMORANDUM**

DATE: July 27, 1993

TO: Board of Supervisors

THROUGH: Rudolf Nothenberg
Chief Administrative Officer

FROM: Ricardo Hernandez
Public Administrator-Public Guardian
County Veterans Service Officer

RE: Semi-Annual CVSO Report

On January 22, 1993, Administrative Code Section 5.108.A-2(d) was passed establishing a County Veterans Service Office for the City and County of San Francisco. The responsibility of this office is to assist veterans, their dependents and survivors in obtaining Federal and State benefits. The office acts as a liaison between the residents of San Francisco County and United States Department of Veterans Affairs and the California Department of Veterans Affairs.

The California Department of Veterans Affairs reports that there are a estimated 78,849 veterans residing in San Francisco.

The San Francisco County Veterans Service Office (CVSO) opened its doors on February 11, 1993.

On June 12, the Veterans Administration moved its regional office and staff from San Francisco to Oakland. Initially, the S.F. CVSO program start-up was geared towards insuring a orderly transition. During this period, the Veterans Administration was helpful in providing program materials and staff training. S.F. CVSO used this transition period to develop and implement its computer program and begin day-to-day operations and services to veterans. The S.F. CVSO staff began meetings with other City departments and veteran service providers to better coordinate, expand, and improve services.

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the Mayor's Advisory Board on Veterans Affairs, staff from Social Services and General Assistance, the Social Security Administration, the Hospital Directors of Ft. Miley and Palo Alto, and the Veterans Network of San Francisco. CVSO staff will continue meeting regularly with veteran service providers to develop and improve upon outreach and referral services to homeless veterans. The CVSO is active in trying to assist homeless veterans and is currently developing a Veterans Service Directory to better facilitate services.

The General Assistance Division of the Department of Social Services refers homeless veterans applying for General Assistance to the CVSO. To date, 398 veterans—the large majority of whom are homeless—have been referred to the CVSO for services. It is the CVSO's intent to assist the veteran in applying to the Veterans Administration for any benefits to which the veteran may be entitled.

San Francisco is one of the few CVSO's which provides conservatorship and representative-payee services to its veterans. The CVSO is currently providing these services to 98 veterans who are required by the Veterans Administration and/or the Social Security Administration to have fiduciary assistance.

The typical veteran served by this program is either mentally disabled and/or has a substance abuse or alcohol problem. These veterans require an extraordinary amount of staff time and resources and, therefore, case numbers are limited.

The fiduciary responsibility of the CVSO/Public Guardian in administering services to these veterans is to stabilize the veteran's living situation, pay the client's food, clothing, and medical expenses. The CVSO during this report period has collected and dispersed \$388,667 on behalf of its representative-payees and conservatees.

Recent activities of the CVSO have included participation in an Employment Development Department (EDO) sponsored job fair, and a Veterans Forum for the Veterans Coalition of San Francisco.

The CVSO recently completed its semi-annual audit for the period January 1, 1993 to June 30, 1993 and sent it to the CDVA for approval and state subvention funding.

Veterans served for that period are as follows:

<u>Veterans Served</u>	
Claims submitted	106
General Assistance Referrals	398
Conservatorship/Rep-Payee	98
Phone Inquiries/Drop-Ins	576
Job Fair Intake	96
Outreach	105
Veterans Forum	<u>40</u>
Total	1,418

increased dramatically as a result of the closing of the Regional Office in San Francisco. Veterans who in the past received service from the CDVA are now seeking assistance from the CVSO.

If I may be of further assistance, I am available to discuss the operation of the CVSO.

Respectfully submitted,

RICARDO HERNANDEZ

Public Administrator-Public Guardian
County Veterans Service Officer

Enclosures

cc: Mayor's Advisory Board for Veteran Affairs
California State Department of Veteran Affairs
Department of Veteran Affairs

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 10 - File 64-93-27

Departments: Real Estate
Department of Public Health (DPH)

Item: Resolution authorizing a new month-to-month lease. DPH previously leased this space from 1974 through July 10, 1993. Due to budget constraints, the DPH had to close this Outpatient Mental Health Clinic. New funding for operation of the clinic is now available and therefore, DPH is requesting a new lease for the space.

Location: 298 Monterey Boulevard (entire building)

Purpose of Lease: Outpatient Mental Health Clinic

Lessor: John W. Powell and Sylvia C. Powell

Term of Lease: Month-to-month

No. of Sq. Ft. and Cost/Month: 4,025 sq. ft. @ \$0.57/sq. ft./mo. = \$2,300 rent/month

Annual Cost: \$15,506 for 1993-94, if the month-to-month lease begins December 9, 1993 as planned by DPH (\$27,600 on a full year basis)

% Decrease over 1992-93: 12% (Real Estate negotiated a lower rent based on current market conditions for office space rentals.)

Utilities and Janitor Provided by Lessor: Janitorial only, DPH pays for gas, electricity, water and scavenger

Source of Funds: 50 percent Federal funds, 25 percent State funds and 25 percent General Fund (included in the FY 1993-94 budget)

Comments:

1. The Real Estate Department reports that the proposed rent of \$2,300 per month is the fair market value for this location.
2. The proposed lease is on a month-to-month rather than an annual basis for the approximately six and one-half month balance of the current fiscal year from December 9, 1993 through June 30, 1994. A full year lease will be negotiated for Fiscal Year 1994-95.

3. The Outpatient Mental Health Clinic moved their operations into Health Center One (HC1) on 17th Street when the 298 Monterey Boulevard site had to be closed due to lack of funding. Subsequent to the mental health operation move to HC1, DPH obtained new Federal funding to create a new program for HC1. The new program requires new space and DPH decided that in order to keep the new program at HC1, the mental health operation would have to move out. The 298 Monterey Boulevard site was still available and with a combination of 1) the new Federal funds available for rent for the new HC1 program and 2) a 12 percent reduction in rent based on current market conditions, the 298 Monterey Boulevard site became affordable as the location for the Outpatient Mental Health Clinic.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Item 11 - File 112-93-3

1. The proposed resolution would designate the San Francisco Independent as the official newspaper commencing January 1, 1994, on an interim basis not to exceed three months, for all official advertising of the City and County of San Francisco which is required by law to be published more than one time, but not more than three times a week (Category II).

2. Official advertising is divided into two categories: Category I is official advertising which must be published on two or more consecutive days or which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and Category II is official advertising which is required by law to be published more than one time, but not more than three times a week.

3. For Fiscal Year 1992-93, the Purchasing Department contracted with the San Francisco Examiner for the provision of Category I official advertising services and with the San Francisco Independent for the provision of Category II official advertising services. These contracts expired on June 30, 1993, The Purchasing Department reports that an Invitation for Bids was issued on March 21, 1993. In response to the Invitation for Bids, the Department received a total of five bids.

4. The Purchasing Department selected the San Francisco Examiner as the lowest bidder for both Categories I and II of official advertising. However, questions were raised regarding the San Francisco Examiner not providing full service to all areas of the City. Therefore, the 1992-93 contract for Category II advertising with the San Francisco Independent was extended for the three month period from July 1, through September 30, 1993 (File 112-93-1.1) and for an additional three months (total of six months) from October 1, 1993 through December 31, 1993 (File 112-93-2) by the Board of Supervisors. The San Francisco Examiner was selected as the official newspaper by the Board of Supervisors for Fiscal Year 1993-94 for Category I advertising (File 112-93-1).

5. The Board of Supervisors recently amended the San Francisco Administrative Code (File 97-93-46) to require any bidders for the City's official advertising contracts to certify in writing that newspapers will be delivered to any area in the City upon request. The Purchasing Department refers to this new requirement as a "Distribution Declaration" statement. This Administrative Code amendment is for purposes of insuring that newspapers containing official advertising are available to all citizens of San Francisco, irrespective of locations.

6. The Purchasing Department recently issued a new Request for Bids (RFB) for official advertising for Category II. Purchasing reports that all of the bids received were nonresponsive and recommends that all of the bids be rejected and that the Category II official advertising once again be rebid. The Purchasing Department reports that the City Attorney has reviewed the bids and concurs with the Purchasing Department that the latest submitted bids for Category II advertising were nonresponsive.

Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

Four newspapers submitted bids. The chart below compares the bid prices of each bidder and details the reasons for rejecting each of the bids.

<u>Newspaper</u>	<u>Total Cost</u>	<u>Reason for Rejection</u>
S. F. Beacon	\$229.12	<ul style="list-style-type: none">• Required circulation audit report not submitted.• Submitted wrong typeset samples.• Bid incorrect number of cutoff lines to be charged.• Bid submitted by the Beacon, which publishes one day per week, indicated that it was somehow affiliated to the Independent for two other publication days per week. Therefore, the entity bidding on the contract was not the same entity which would be performing the contract.
S. F. Examiner	282.80	<ul style="list-style-type: none">• Submitted modified Distribution Declaration.• Circulation audit report not current.
S. F. Independent	420.65	<ul style="list-style-type: none">• Submitted wrong typeset samples.• Bid incorrect number of cutoff lines to be charged.
S. F. Chronicle	519.14	<ul style="list-style-type: none">• Submitted modified Distribution Declaration.• Circulation audit report not current.

7. The Human Rights Commission determined that none of the bidders is eligible for bid preference under the MBE/WBE/LBE Ordinance. While the Independent is a certified MBE firm, the Independent did not qualify for bid preference because of HRC's income limit requirements.

8. The proposed resolution would extend the Fiscal Year 1992-93 contract with the San Francisco Independent for an additional three months from January 1, 1994 through March 31, 1994 in order for the Purchaser to rebid the Category II official advertising for the last three months of Fiscal Year 1993-94 in accordance with the new provisions of the Administrative Code amendment (File 97-93-46).

Comments

1. The FY 1992-93 budget and the FY 1993-94 budget include the following amounts for the City's consecutive and non-consecutive categories of official advertising:

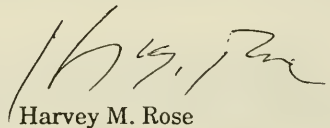
Memo to Government Efficiency and Labor Committee
December 1, 1993 Government Efficiency and Labor Committee Meeting

	1992-93 <u>Budget</u>	1993-94 <u>Budget</u>
Board of Supervisors	\$248,432	\$263,726
Purchaser	8,000	6,000
Department of Public Works	95,000	97,000
City Planning	45,750	50,325
Port	119,190	119,090
Public Utilities Commission	25,000	25,000
Airport	<u>2,500</u>	<u>2,500</u>
Total	\$543,872	\$563,641

2. The proposed resolution would require that the proposed third three-month extension of the Category II official advertising contract with the San Francisco Independent for the period of January 1, through March 31, 1994 would expire on the earlier of March 31, 1994 or the effective date of a new contract for Category II official advertising resulting from a new bidding process for such advertising, as approved by the Board of Supervisors.

Recommendation

Consistent with the prior decision of the Board of Supervisors, to extend the S.F. Independent contract when a new contract could not be awarded, approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey



S90.31

#2

12/15/93

Joint

CALENDAR Action Taken

*
JOINT BUDGET/GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, DECEMBER 15, 1993 1:30 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS MIGDEN, HALLINAN, HSIEH, KAUFMAN, ALIOTO,
LEAL

CLERK: KAY GULBENGAY

1. File 93-93-14. [MOU - Agreement to Extend] Resolution ratifying addendum to Memorandum of Understanding with San Francisco Firefighters Union, Local 798. (Office of Mayor's Employee Relations Division)
(Continued from 12/1/93)

ACTION: Hearing held. Amended on page 1 line 20 by adding "FURTHER RESOLVED, That the Board of Supervisors requests that the Mayor's Office, the Controller, the Budget Analyst and the Fire Department file with the Budget Committee by July 1, 1994 a written report explaining the fiscal and staffing impacts of the implementation of the Addendum to the Memorandum of Understanding referred to in this Resolution."
Recommended as amended.

2. File 93-93-14.1. [Addendum to MOU - Firefighters] Resolution implementing an amendment to the provisions of the agreement between San Francisco Firefighters Union, Local 798 and City and County of San Francisco pursuant to Charter Section 8.590 et seq., effective July 1, 1993. (Office of Mayor's Employee Relations Division)
(Continued from 12/1/93)

ACTION: Hearing held. Recommended.

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AUG 27 1996

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CITY AND COUNTY



Public Library, Documents Dept.
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OPEN: Jane Judson

DOCUMENTS DEPT.

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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

December 13, 1993

TO: /// Government Efficiency and Labor Committee
FROM: /// Budget Analyst
SUBJECT: December 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 148-93-10

Department: Department of Public Works (DPW)

Item: Resolution authorizing retroactively the Director of Public Works to apply for, accept and expend \$750,000 in Federal funds for seismic retrofitting, modifications, and rehabilitation of Oakdale Avenue Bridge, foregoing reimbursement of indirect costs.

Grant Amount: \$750,000

Grant Period: September 1, 1993 through December 31, 1997

Source of Funds: U.S. Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

Project: Oakdale Avenue Bridge

Description: The proposed Federal grant funding would be used by the DPW for costs associated with seismically retrofitting, and rehabilitating the Oakdale Avenue Bridge, which is located on Oakdale Avenue between Quint Street and Phelps Street in the Bayview District.

Memo to Government Efficiency and Labor Committee
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Project Funding: The preliminary cost estimate and associated funding sources as provided by the DPW is as follows:

	<u>ISTEA</u>	<u>Local Match</u>	<u>Total</u>
<u>Contractual Services</u>			
Contract Cost	\$545,000	\$110,000	\$655,000
Contingencies	<u>55,000</u>	<u>10,000</u>	<u>65,000</u>
Subtotal	600,000	120,000	720,000
(see Comment #5) <u>DPW-Bureau of Engineering</u>			
Design & Engineering	\$64,000	\$16,000	\$80,000
Inspection	40,000	10,000	50,000
Department Overhead	<u>46,000</u>	<u>104,000</u>	<u>150,000</u>
Subtotal	\$150,000	\$130,000	\$280,000
 TOTAL PROJECT COST	 \$750,000	 \$250,000	 \$1,000,000

Required Match: \$250,000 - The funding source for this required local match would be Sales Tax revenue from the San Francisco Transportation Authority which has been approved as part of DPW's 1993-94 budget.

Indirect Costs: The Intermodal Surface Transportation Efficiency Act does not permit the inclusion of indirect costs in grant awards.

Comments:

1. The Disability Access Checklist is on file with the Clerk of the Board.
2. The Summary of Grant Request Form, as prepared by the DPW, is attached.
3. According to Mr. Joe Ovadia of the DPW, the DPW has already applied for the subject grant funds, thus the proposed resolution authorizes retroactively the Director of Public Works to apply for, accept, and expend the subject grant funds.
4. The DPW has not yet selected the contractor for the proposed project. Therefore, the \$600,000 of the proposed grant funds which is budgeted for contractual services and contingencies should be reserved pending the selection of the contractors, the MBE/WBE status of the contractors, and the contract cost details.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. According to Mr. Ovadia, the DPW Bureau of Engineering cost estimate of \$80,000 for design and engineering is based on 4,000 direct labor hours at \$20 an hour, and the cost estimate for inspection of \$50,000 is based on 2,500 direct labor hours at \$20 an hour. The Department overhead estimate of \$150,000 is based on 115.4% of total direct labor costs (\$130,000).

Recommendation: 1. Reserve \$600,000 pending the selection of the contractors, the MBE/WBE status of the contractors, and the contract cost details.

2. Approve the proposed resolution, as amended.

File Number: _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Public Works
Contact Person: Joe Ovadia Telephone: 554-8250
Project Title: Oakdale Avenue Bridge
Grant Source: Bridge Replacement and Rehabilitation Program (HBRR)

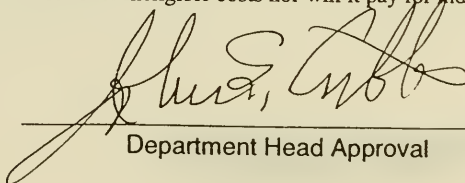
Proposed (New / Continuation) Grant Project Summary:

The Bridge Replacement and Rehabilitation Program is a program under The Intermodal Surface Transportation Efficiency Act of 1991 which authorizes funding for repairs, seismic retrofitting, and rehabilitation of bridges.

Amount of Grant Funding Applied for: \$750,000
Maximum Funding Amount Available: \$750,000
Required Matching Funds: \$200,000
Number of Positions Created and Funded: None
Amount to be Spent on Contractual Services: \$660,000
Will Contractual Services be put out to Bid? Yes
Term of Grant: From September 1993 through December 1997
Date Department Notified of Available funds: June 1993
Application Due Date: September 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Grant will not cover ineligible costs nor will it pay for indirect costs.



Department Head Approval

Item 1b - File 143-93-6

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for retroactively, accept and expend grant funds in the amount of \$44,682, which requires a cash match of \$19,149.

Grant Amount: \$44,682

Grant Period: July 1, 1993 through June 30, 1994

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Live Scan Terminal Project

Description: The proposed grant funds would be used to purchase two Digital Biometric Live Scan Fingerprint devices. These devices would (1) enable the Police Department's Identification Bureau to capture the fingerprints of prisoners electronically rather than with ink, to increase the efficiency of the booking process and (2) allow for electronic transmission of the prints to the State Department of Justice and the National Crime Information Center for faster, more positive identification prior to the prisoners' release.

The Police Department advises that one of the Digital Biometric Live Scan Fingerprint devices will be installed at the Police Identification Bureau located at the Hall of Justice and one will be installed at County Jail # 6 located at the Hall of Justice.

Budget:	Live Scan Workstation (2 @ \$18,000 each)	\$36,000
	Software	2,500
	Printers (2 @ \$7,000 each)	14,000
	Shipping	3,500
	Training	3,831
	Tax	<u>4,000</u>
	Total	\$63,831*

* The \$63,891 includes \$44,682 in grant funds plus \$19,149 in local match funds.

Required Match: \$19,149 (Automated Fingerprint Identification Fund) - This Fund obtains its monies from criminal fines collected by the Courts and has a current balance of \$247,217 in the amount of the Fund designated for equipment lease/purchase.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 15, 1993 Government Efficiency and Labor Committee Meeting

Indirect Costs: None. OCJP regulations do not permit these grant funds to be used for indirect costs.

Comments:

1. As noted above, the Police Department advises that the Automated Fingerprint Identification Fund has a current balance of \$247,217 remaining in the amount of the Fund designated for equipment lease/purchase. This Fund receives 50 percent of criminal fines collected annually by the Court.
2. Attached is a grant summary, as prepared by the Police Department, for the proposed grant funds.
3. The Police Department has prepared a Disability Access Checklist for the proposed grant project, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning Division Live Scan Terminal Project
 Contact Person _____ Section San Francisco PD
 Address 1130 K Street, Suite 300
Sacramento, CA 95814 Contact Person Byron Fong
 Amount Requested \$ 44,682.00 Telephone (415) 553-9211
 Term: From 7/1/93 To 6/30/94 Application Deadline _____
 Health Commission _____ Notification Expected _____
 Board of Supervisors Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 44,682 from the period of 7/1/93 to 6/30/94
 to provide Live Scan Project services.

II. Summary: (Content summary; brief objectives; number & group currently serving; and priorities)
 To enable the Identification Bureau to capture the fingerprints of prisoners electronically rather than with ink to increase the efficiency of the booking process and allow for electronic transmission of the prints to the Department of Justice for faster, positive identification prior to the prisoners' release.

III. Outcomes/Objectives:
 This proposal would help the identification bureau capture fingerprints of prisoners electronically.

IV. Effects of Reduction or Termination of These Funds:
 Due to budget restraints, and economy cutback, the San Francisco Police Department is seeking financial assistance through the federal grant.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			0		0	
Personnel			0		0	
Equipment			\$44,682		\$19,149	02/504
Contract Svc.			0		0	Index Code
Mat. & Supp.			0		0	355016
Facilities/Space			0		0	
Other			0		0	
Indirect Costs			0		0	

VI. Data Processing

(Leave blank unless otherwise)

VII. Personnel

PT CSC			0		
FT CSC			0		
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid _____ Sole Source _____
 (If multiple sources, attach Request for Bids/Proposals)

Item 1c - File 148-93-11

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to apply for, accept and expend \$769,000 in State grant funds for pedestrian improvements in the Union Square area.

Grant Amount: \$769,000

Grant Period: July 1, 1994 through June 30, 1996

Source of Funds: U.S. Transportation Enhancement and Activities Program (see Comment #1)

Project: Union Square Pedestrian Improvements

Description: The proposed Federal grant funding would be used by the DPW for costs associated with a series of pedestrian improvements within San Francisco's Union Square district, including constructing curb ramps, widening sidewalks, planting street trees, and providing directional and path markers along key pedestrian routes.

Project Budget: The preliminary cost estimate for the pedestrian improvements at Union Square, as provided by the DPW, is as follows:

DPW- In House

Engineering and Design	\$247,000
Curb Ramp Construction	100,000
Directional and Path Marker Construction	170,000
Sidewalk Construction	500,000
Street Trees	118,000
Street Furniture	<u>100,000</u>
Total	\$1,235,000

The balance of \$466,000 (\$1,235,000 total estimated project costs less \$769,000 in proposed Federal grant funds) is the amount of the required match and will be provided through Sales Tax revenues from the San Francisco Transportation Authority (through a request in the DPW 1994-95 budget). However, according to Ms. Karen Gelman of the DPW, the DPW will attempt to solicit private funding in the amount of \$100,000 for the street furniture noted above from Union Square tenants. Ms. Gelman advises that if this effort is

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
December 15, 1993 Government Efficiency and Labor Committee Meeting

successful, it will lessen the amount of Sales Tax revenues needed from the San Francisco Transportation Authority.

Required Match: \$466,000 - As described above

Indirect Costs: The U.S. Transportation Enhancement Activities Program does not permit the inclusion of indirect costs in grant awards.

Comments: 1. According to Ms. Gelman, the proposed grant funds are Federal funds, not State funds as stated in the title of the proposed resolution. Therefore, the title of the proposed resolution should be amended to read to apply for, accept and expend, \$769,000 in Federal funds, rather than to apply for, accept and expend \$769,000 in State funds.

2. The Disability Access Checklist is on file with the Clerk of the Board.

3. The Summary of Grant Request Form, as prepared by the DPW, is attached.

Recommendation: 1. Amend title of resolution to authorize the Department of Public Works to apply for, accept and expend \$769,000 in Federal funds, rather than State funds.

2. Approve the proposed resolution, as amended.

ic No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Karen Gelman 554-8235

Project Title: Transportation Finance Specialist

Grant Source: Transportation Enhancement Activities (TEA)

Proposed (New / Continuation) Grant Project Summary:

DPW is proposing a series of pedestrian improvements within San Francisco's Union Square district, including establishing sidewalk corner clear zones constructing curb ramps, widening sidewalks, planting street trees and providing directional and path markers along key pedestrian routes.

Amount of Grant Funding Applied for: \$769,000

Maximum Funding Amount Available: \$769,000

Required Matching Funds: \$466,000

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? N/A

Statement of Intent to File Grant Application
Page 2

Term of Grant: FY 1994-95 through FY 1995-96

Date Department Notified of Available funds: May 1993

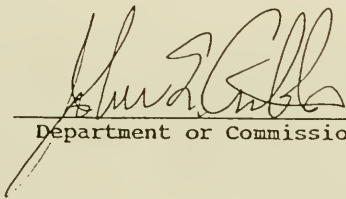
Application Due Date: December 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Section 133(d) (2) of Title 23, United States Code.

Assessment of Need for Grant Funding:

There is a great need for pedestrian improvements within the Union Square district. The very high volume of pedestrians and transit users, problems of congestion and obstacles, accessibility problems for the disabled, street tree deficiencies, problems with existing transit connections, a significant lack of directional and informational signage and a lack of pedestrian and transit amenities including sitting spaces, make this an excellent candidate project for Transportation Enhancement Activities (TEA) grant funds.


Department or Commission Approval

Items 1d and 1e Files 146-92-45.2 and 146-92-46.13

Department: Department of Public Health (DPH),
Community Public Health

Items: Item 1d, File 146-92-45.2 - Resolution adopting the revised 1992-94 Comprehensive Tobacco Control Plan and Budget and the revised supplemental Perinatal Outreach Plan and Budget.

Item 1e, File 146-92-46.13 - Resolution authorizing the Department of Public Health, to reduce its expenditure of the AB99 State allocation by \$121,290, from \$5,525,926 to \$5,404,636, pursuant to the revised 1992-94 Comprehensive Tobacco Control Plan and Budget and the revised supplemental Perinatal Outreach Plan and Budget, which includes indirect costs of \$257,146.

Amount: Reduced expenditure of the AB99 State allocation by \$121,290.

Source of Funds: State Department of Health Services Tobacco Tax (AB 99) monies administered by the Tobacco Control Section and the Maternal and Child Division (Perinatal Outreach Activities).

Term of Allocation: January 1, 1992 to June 30, 1994 (two and one-half years)

Description: The Board of Supervisors previously approved legislation (1) adopting the augmented two and one-half year 1992-94 Comprehensive Tobacco Control Plan and Budget and the augmented supplemental Perinatal Outreach Plan and Budget and (2) authorizing the DPH to accept and expend an augmented State allocation in the amount of \$1,129,305 in connection with this Plan (Files 146-92-45.1 and 146-92-46.2 respectively). This augmentation brought the total amount available for this Plan to \$5,525,926, for the 1992-94 period. The State has now advised the DPH that the City will receive \$1,008,015 or \$121,290 less than the \$1,129,305 original augmentation amount.

The DPH has now prepared a revised Comprehensive Tobacco Plan and revised supplemental Perinatal Outreach Plan which would supersede the previously approved Plan for 1992-94. The revised Plan includes the following budget modifications:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 15, 1993 Government Efficiency and Labor Committee

	Original <u>Budget</u>	Revised <u>Budget</u>	(Reduction) Increase <u>Difference</u>
<u>Comprehensive</u>			
<u>Tobacco Control Plan</u>			
Personnel	\$1,578,473	\$1,557,602	(\$20,871)
Office Expenses	217,642	233,703	16,061
Rent	71,608	71,608	0
Equipment Purchase	28,524	29,148	624
Equipment Rental	1,822	1,822	0
Travel	36,352	36,352	0
Training	18,586	18,586	0
Educational Materials	68,469	73,469	5,000
Media Promotions	286,737	272,309	(14,428)
Contractual Services	2,162,020	2,121,590	(40,430)
Workorder to SFGH	0	(16,685)	(16,685)
Other Expenses	<u>107,719</u>	<u>100,719</u>	<u>(7,000)</u>
Total	\$4,577,952	\$4,500,223	(\$77,729)
<u>Perinatal Outreach</u>			
<u>Plan</u>			
Personnel	\$261,112	\$264,246	\$3,134
Office Expenses	9,888	14,023	4,135
Rent	12,600	12,330	(270)
Equipment Purchase	3,200	4,500	1,300
Travel	1,080	1,390	310
Training	2,088	2,088	0
Educational Materials	2,615	1,752	(863)
Media/Promotions	3,250	0	(3,250)
Contract Services	<u>395,131</u>	<u>346,938</u>	<u>(48,193)</u>
Total	\$690,964	\$647,267	(\$43,697)
<u>Indirect Costs</u>	<u>\$257,010</u>	<u>\$257,146</u>	<u>\$136</u>
Grand Total	\$5,525,926	\$5,404,636	(\$121,290)

Comment:

The DPH advises that the above-noted budget modifications would not result in any substantive programmatic changes to the Comprehensive Tobacco Control Plan. However, according to the DPH, with respect to the Perinatal Outreach Plan, the number of pregnant and postpartum women and female adolescents at risk of pregnancy to be provided services aimed at tobacco cessation will be reduced from 300 to 200. The tobacco cessation program component includes approximately 5 to 10 percent of the total approximately 5,000 clients served under the Perinatal Outreach Plan. As noted above, the reason for the \$121,290 reduction is because

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Memo to Government Efficiency and Labor Committee
December 15, 1993 Government Efficiency and Labor Committee

the State reduced the previously noted augmented allocation for 1992-94 by \$121,290, from \$1,129,305 to \$1,008,015.

Recommendation: Approve the proposed resolutions.

Item 2 - File 97-93-61

Note: This item was continued from the November 17, 1993 Government Efficiency and Labor Committee meeting.

Department: Department of City Planning

Item: Ordinance amending Chapter 16, Article I of the San Francisco Administrative Code by amending Section 16.6-13, to provide for Department of City Planning membership in various organizations and to change names of given organizations to reflect current organizational titles.

Description: Chapter 16 of the Administrative Code identifies the organizations in which City Departments are authorized to have a membership. The Controller will not authorize expenditures to pay dues or membership fees in organizations not listed in Chapter 16 of the Administrative Code.

The proposed ordinance would amend Chapter 16 of the Administrative Code by amending Section 16.6-13, to provide for new City Planning memberships in the following three organizations (see Comment #2):

<u>Name of Membership</u>	<u>Annual Dues</u>
Association of Environmental Planners	\$80
National Association of County Planners	25
Northern Section, California Chapter, American Planning Association	45
Total	\$150

The proposed ordinance would also delete authorization for annual memberships in Chapter 16 of the Administrative Code in the American Planning and Civic Association and the Tri-County Planning Council. Ms. Martha Kessler of the Department of City Planning reports that the Department did not request funding in 1993-94 for membership in either the American Planning and Civic Association or the Tri-County Planning Council.

Comments: 1. In June of 1991, the Board of Supervisors approved Ordinance 218-91 which amended Section 16.6 of the Administrative Code to require departments to submit annual reports before May 1 of each year to the Mayor and the Board of Supervisors concerning the department's current memberships and the organizations to which the department wishes to become a member in the following year, and to submit any legislation necessary to amend the Administrative Code to be "consistent with the decisions of the Board [of Supervisors]."

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2. While approval of the proposed ordinance does not provide funding, approval does provide the Department with authority to join the new memberships if the related funding is ultimately authorized.

3. Funding for these new memberships is not included in the FY 1993-94 budget, and would be subject to approval by the Board of Supervisors during the 1994-95 budget process.

4. According to Ms. Kessler, the proposed ordinance will increase the total number of memberships authorized by Chapter 16 of the Administrative Code for the Department of City Planning from nine memberships to ten memberships (three new memberships less two memberships plus nine existing memberships). However, Ms. Kessler advises that during the 1993-94 Budget process, the Department requested actual funding for only one membership in the amount of \$405, which was approved by the Board of Supervisors.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
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Item 3 - File 47-93-9

Note: This item was continued from the December 1 1993 Government Efficiency and Labor Committee meeting.

Departments: Parking and Traffic
Real Estate

Item: Ordinance approving the form of the Performing Arts Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the Performing Arts Garage using those documents.

Description: The proposed ordinance would approve the form of the Performing Arts Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the Performing Arts Garage.

The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Performing Arts Garage. The specific parking rates charged at the Performing Arts Garage are subject to approval by the Board of Supervisors.

The Performing Arts Garage is a 612-space parking facility, located on Grove Street, between Franklin and Gough Streets.

To be qualified to bid on the proposed management agreement, a potential bidder must (1) be a certified Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE), as determined by the City's Human Rights Commission; (2) have successfully managed or operated one or more attendant parking facilities having at least 200 parking spaces and gross monthly revenues of at least \$25,000 for a period of at least one year; and (3) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement.

Comments:

1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking Authority Commission has set aside the management of two facilities for bidding by minority-owned and women-owned businesses only. Mr. Hagerty reports that the other MBE/WBE set aside parking facility will be the 1660 Mission Street Garage, which was recently approved by the Board of Supervisors.

2. In accordance with the provisions established by the Parking and Traffic Commission at its September 21, 1993 meeting, the proposed bids will exclude joint-ventures with non-minority firms so that the participation of minority-owned and women-owned businesses is maximized. Furthermore, the Parking and Traffic Commission recently evaluated the requirements for all necessary bonds to ensure that they would not be a barrier to qualified minority-owned or women-owned business. Mr. Hagerty reports that the Parking and Traffic Commission set (1) the bid bond for the proposed Performing Arts Garage operator at \$2,000, down from the original \$5,000, (2) the performance bond at \$120,000, down from the original \$225,000, and (3) the blanket fidelity bond at \$100,000 rather than approximately \$300,000. According to Mr. Keith Grand, the City's Risk Manager, Mr. Grand worked with the Department of Parking and Traffic to determine the appropriate levels of bonds needed to protect the City. Mr. Grand reports that the proposed lowered bond levels will provide adequate protection for the City.

3. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 garages and two surface operator parking lots, under its jurisdiction. Six of the garages are currently operated by non-profit corporations. Of the remaining nine garages and two surface lots, three garages and one surface lot are operated by a City-certified MBE firm.

4. Five Star Parking is the current operator of the Performing Arts Garage. Five Star Parking's five year contract, expired at the end of September, 1993 and has continued to operate the Garage on a month-to-month basis. Under the current provisions of the contract, Five Star Parking pays the City 72.18 percent of the gross revenues, after deducting parking taxes, or a minimum of

\$20,000 per month. In 1992-93, Five Star Parking paid the City a total of \$590,000 in net revenues.

5. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract rather than the current percent of gross lease arrangement. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee. This would enable the City, the use of such funds upfront, instead of the current arrangements, whereby the garage operator deducts their fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$900,000 from the Performing Arts Garage in 1993-1994.

6. Mr. Hagerty notes that there is currently an arrangement at the Performing Arts Garage that provides approximately 50 free parking spaces to employees of the City's Department of Public Works and Superior and Municipal Courts on weekdays. The Parking and Traffic Commission recently adopted a resolution urging the Board of Supervisors to rescind these free parking privileges. The Board of Supervisors is currently reviewing the issue of providing free parking in City garages on a City-wide basis.

7. Award of the management agreement to a parking operator would require separate future legislation subject to approval of the Board of Supervisors.

8. Mr. Hagerty reports that Five Star Parking, the current operator of the Performing Arts Garage, has submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside. Mr. Hagerty reports that the Department has reviewed this matter with the Human Rights Commission and the City Attorney's Office. At the December 7, 1993 meeting, the Parking and Traffic Commission decided to take additional public testimony on this matter at its January 4, 1994 Commission meeting. Therefore, the Department requests that this item be continued to the Call of the Chair.

Recommendation: Continue the proposed ordinance to the Call of the Chair, as requested by the Department.

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Item 4 - File 38-93-14

Department: Recreation and Park

Item: Resolution accepting two gifts valued at a total of \$112,000 for use by the Recreation and Park Department.

Amount: \$112,000

Description: The proposed resolution would authorize the acceptance of one gift valued at \$12,000 from the Lef Foundation, and one gift in place valued at approximately \$100,000 from the Hyatt Corporation, Sherwin Williams Company, San Francisco Beautiful and Friends of Recreation and Parks.

According to Mr. Tim Lillyquist of the Recreation and Park Department, the gift from the Lef Foundation (consisting of \$12,000 in cash), is to be used specifically for the development of a tot lot at Civic Center Plaza.

According to Ms. JoAnne Wilson of the Recreation and Park Department, the gift in place from the Hyatt Corporation, Sherwin Williams Company, San Francisco Beautiful and Friends of Recreation and Parks, valued at approximately \$100,000, consists of the donation of labor, materials, technical expertise, and approximately \$14,000 in cash, associated with the refurbishment of the Carousel in Golden Gate Park. Ms. Wilson advises that this gift has already been made and that the Carousel has been refurbished.

Comment: 1. Since the gift for the refurbishment of the Carousel has already been made, the proposed resolution should be amended to ratify action previously taken.

2. Mr. Lillyquist advises that any maintenance costs associated with the proposed tot lot at Civic Center Plaza will be absorbed by existing Recreation and Park resources.

3. Ms. Wilson advises that any maintenance costs associated with the refurbishment of the Carousel in Golden Gate Park will be absorbed by existing Recreation and Park resources.

Recommendation: 1. Amend the proposed resolution to ratify action previously taken.

2. Approve the proposed resolution as amended.

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Item 5 File 62-93-3

Department: Airport

Item: Ordinance approving the South Terminal Boarding Areas B and C principal retail concession lease between Host International, Inc. and the City and County of San Francisco.

Description: The Airport advises that the lease with Host International for the South Terminal retail concessions expired on June 30, 1993. According to the Airport, Host International has been operating under a month-to-month lease pending (1) the Airport issuing a Request for Bids and (2) the amount of a new lease and approval of the lease by the Airports Commission and by the Board of Supervisors.

The Airport reports that it received two bids in response to its Request for Bids and awarded the lease to Host International based on their bid amount of a minimum annual guarantee payment to the City of \$2,559,000. According to the Airport, the second firm, W. H. Smith Services, Inc., bid a minimum annual guarantee payment to the City of \$2,025,000.

Under the proposed lease, Host International would pay the City 20 percent of annual gross revenues or the minimum annual guarantee payment of \$2,559,000, whichever is greater. The Airport reports that the seven retail concessions in South Terminal Boarding Areas B and C generated a total of \$6,763,000 in revenues in FY 1992-93. The Airport projects that under the proposed lease a total of \$7,101,150 in revenues will be generated in FY 1993-94.

Mr. Robert Rhoades of the Airport reports that, under the terms of the proposed lease, Host International will sublease 20 percent or 1,732 square feet of the total available 8,663 square feet of space to MBE firms and 10 percent or 866 square feet to WBE firms. According to Mr. Rhoades, this MBE/WBE sublease participation is the same level of participation which was included in the prior lease. Mr. Rhoades advises that the specific criteria used by the Airport to decide which space is allocated to the MBE/WBE firms is based on the Airport's examination of the location, traffic flow, and appropriate merchandising, in relationship to a given type of concession, in order to assess and maximize the firm's probability of success.

Recommendation: Approve the proposed ordinance.

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Memo to Government Efficiency and Labor Committee
December 15, 1993 Government Efficiency and Labor Committee Meeting

Item 6 - File 64-93-28

Departments: City Attorney
Real Estate

Item: Resolution authorizing a lease renewal at Fox Plaza for the City Attorney.

Location: 1390 Market Street (6th floor and a portion of the 2nd and 10th floors)

Purpose of Lease: Office space and child care center

Lessor: CALFOX, Inc.

No. of Sq. Ft. and Cost/Month: Approximately 31,769 sq. ft. @ \$1.27 per sq. ft. = \$40,448.83/month

Annual Cost: \$485,385.96

% Decrease over 1992-93: 7 percent decrease (from \$43,507 per month to \$40,448.83 per month)

Utilities provided by Lessor: Utilities are provided by the lessor only for the 10th floor

Janitor Provided by Lessor: Yes

Source of Funds: General Fund (6 months funding for the January 1, 1994 to June 30, 1994 period of the proposed lease is included in the City Attorney's 1993-94 budget).

Term of Lease: January 1, 1994 through December 31, 2000 (7 years)

Comments: 1. The Real Estate Department advises that the monthly rental amount would increase by \$5,955.17 or 14.7 percent from \$40,448.83 to \$46,404 for the 6th and 7th years of the proposed lease (beginning January 1, 1999 through December 31, 2000). According to Mr. Charles Dunn of the Real Estate Department, the lease was negotiated on the basis of an average monthly rent of \$42,149 for a seven year period (a total \$3,540,516). Instead of charging \$42,149 per month over the seven year term of the lease, the lessor opted to (1) charge \$40,448.83 per month for the first five years of the lease (a total of \$2,426,930 for the five year period) and (2) charge \$46,404 per month for the remaining

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two years of the lease (a total of \$1,113,696 for the two year period), for an overall total of \$3,540,626 for the seven year term of the lease. Mr. Dunn advises that the average \$42,149 monthly rental amount over the seven year term of the lease represents the fair market value for the property.

2. The City Attorney began a temporary lease on the tenth floor of Fox Plaza (Suite 1010, and office) on January 23, 1992 in order to relocate staff from the Mezzanine floor that would be displaced by a (then) anticipated construction of an expansion of the City Attorney's child care center, also on the Mezzanine. The lease was to accommodate four Deputy City Attorneys, one law student and three employees of the Bureau of Building Inspection (the City Attorney's child care facility was to be expanded into space occupied by both the City Attorney and the Bureau of Building Inspection). The original temporary lease was only to have been for the construction period which was expected to be completed in approximately three and one half to six weeks.

3. The anticipated construction of an expansion to the child care center never began because obtaining the required State and local permits made the expansion too costly. In the interim, the City Attorney's Office expanded the number of staff housed in Suite 1010 to a total of 12 staff including six Deputy City Attorneys, one Paralegal, three interns and two secretaries. The three employees of the Bureau of Building Inspection were moved to temporary space in the Bureau of Building Inspection located at 460 McAllister Street.

4. The temporary lease for Suite 1010 expired in January of 1993. Subsequently, the Board of Supervisors authorized the City Attorney to enter into a month-to-month lease, for a period of time not to exceed December 31, 1993, for the use of Suite 1010 pending the Real Estate Department renegotiating with CALFOX for all of the City Attorney's space at Fox Plaza (the City Attorney presently leases space on the 2nd, 6th and 10th floors), in order to acquire the necessary space for all of the City Attorney's needs (File 64-93-4).

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 7 - File 64-93-29

Department: Police Department

Item: Resolution authorizing a revocable license at 450 Seventh Street for the Police Department.

Location: 450 Seventh Street

Purpose of Lease: To provide space for parking of police vehicles.

Licensor: U.S. General Services Administration (GSA)

No. of Sq. Ft. and Cost Per Month: 29,400 total square feet @ \$.1376 per square foot equals \$4,048 per month (92 parking spaces at \$44 per parking space)

Annual Cost: \$48,576

% Increase Over 1992-93: None

Term of License: July 1, 1993 to June 30, 1994 (see Comment #1)

Source of Funds: General Fund

Right of Renewal: By mutual agreement between the City and the U.S. General Services Administration (GSA), this revocable license is subject to renewal on an annual basis. This agreement has been in effect for seven years.

Comments:

1. According to Ms. Claudine Venegas of the Real Estate Department, the proposed license would be retroactive to July 1, 1993. Therefore, the proposed resolution should be amended to ratify action previously taken.
2. The Police Department has included the annual rent for the proposed license in the Department's FY 1993-94 budget.
3. According to Ms. Venegas of the Real Estate Department, the monthly rental rate of \$44 per parking space, which is the same rate charged in FY 1992-93, continues to reflect the fair market value for the parking spaces.
4. Ms. Venegas reports that the parking lot is secured with a chain link fence and a locked gate.

Recommendation: Amend the proposed resolution to ratify action previously taken, and approve the resolution, as amended.

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Item 8 - File 172-93-44

- Department:** Mayor's Office of Children, Youth and their Families
- Item:** Resolution authorizing the Mayor's Office of Children, Youth and their Families (CYF) to enter into an agreement with the University of California, San Francisco (UCSF), for mental health intervention services. This agreement provides for dual indemnification (the City indemnifies UCSF and UCSF indemnifies the City) from claims or other damages which may arise as a result of performance under the agreement.
- Description:** The CYF proposes entering into a one-year agreement with UCSF to provide mental health intervention services known as the Infant-Parent Program. Funding for the proposed \$55,986 contract with UCSF for the Infant-Parent Program is included in the Fiscal Year 1993-94 budget for the Children's Fund administered by the Mayor's Office of Children, Youth and their Families.
- The Infant-Parent Program will provide two levels of intensive mental health intervention in two daycare centers, Wu Yee-Golden Gate Childcare Center and Tenderloin Childcare Center. Level 1 establishes therapeutic treatment groups that will provide intensive treatment (six hours/week per child) for those children selected through an intake/screening process to be conducted at each center. Level 2 will provide in-home psychotherapeutic services to selected children, their parents and siblings. The clinician from the Infant-Parent Program will meet for two hours weekly with child and parent(s) together to enhance the parent's understanding of the child's particular needs and the difficulties experienced in meeting these needs.
- These two levels of mental health service will impact 155 children, ensuring that they receive a coordinated continuum of services aimed at providing the appropriate level of intervention of each child.
- The proposed agreement includes two (dual) indemnification clauses whereby the City and UCSF each agree to indemnify, defend and hold harmless the other from claims and damages arising from the performance of the agreement.
- Comment:** Mr. Preston Tom of the City Attorney's Office reports that the City Attorney's Office has reviewed and approved the language of the indemnification clauses.

Memo to Government Efficiency and Labor Committee
December 15, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 9 - File 172-93-45

- Department:** Juvenile Probation
- Item:** Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to enter into a contract with California Youth Authority for emergency custody of one juvenile ward of the Court from the City and County of San Francisco; providing for ratification of action previously taken.
- Amount:** \$2,250 per month - Total estimated cost of \$22,764 (see Comment #5)
- Source of Funds:** General Fund, included in Juvenile Probation's FY 1993-94 budget (to be funded from the Maintenance of Minors appropriation of \$323,668)
- Contract Period:** September 21, 1993 through June 30, 1994 (see Comment #1)
- Description:** The proposed resolution would authorize the Chief Probation Officer of the Juvenile Probation Department to enter into a contract with the California Youth Authority (CYA), located in Sacramento, for emergency custody of one juvenile ward of the Court (see Comment #2).
- Comments:**
1. Since the contract period started on September 21, 1993, the proposed resolution contains language ratifying action previously taken.
 2. According to Ms. Judith Griffin of the Juvenile Probation Department, this would be the first time that the Department has entered into a contract with CYA for emergency custody of a juvenile ward of the Court. Ms. Griffin advises that a Juvenile Court Judge may request the use of CYA for emergency custody of a juvenile ward of the Court, if in the Judge's opinion, the continued presence of the minor in San Francisco County juvenile facilities would present a significant risk of violence or escape. The proposed contract would be for one particular individual whom a Juvenile Court Judge determined to present a significant risk of violence (this individual assaulted staff, and destroyed County property), according to Ms. Griffin.
 3. Ms. Griffin further advises that the per placement cost of emergency custody of a juvenile ward at CYA facilities is a standard rate established by the State for all Juvenile Courts in California. The City does not have an opportunity to negotiate with the State regarding the rate charged.

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4. According to Ms. Griffin, the proposed resolution incorrectly states that the County agrees to reimburse the CYA an amount not to exceed \$2,250 per month. The correct amount is \$2,520 per month (\$84 per day), according to Ms. Griffin.

5. Based on the contract period from September 21, 1993 through June 30, 1994, the total cost to the City for placement of this one individual at CYA is estimated at \$22,764 (\$84 per day). Ms. Griffin reports that the estimated cost to provide custody in San Francisco County facilities for this same individual is estimated at \$72,086 (\$266 per day). However, Ms. Griffin advises that there would be no savings associated with the proposed contract because the estimated per diem cost for individuals at San Francisco County facilities is based on a percentage of total fixed costs. These total fixed costs do not vary according to the exact number of individuals in custody.

6. Ms. Griffin also advises that the difference between the \$84 charged per day for custody at CYA, and the estimated cost of \$266 charged per day to provide custody at San Francisco County facilities is misleading because CYA is subsidized by the State of California and therefore the actual cost of providing custody services is substantially higher. Mrs. Griffin further advises that very few individuals can be placed in CYA because of the factors that a Juvenile Court Judge must consider prior to placing an individual at CYA.

Recommendation: 1. Amend the proposed resolution to reflect that the County will reimburse the CYA an amount not to exceed \$2,520 per month and not \$2,250 per month.

2. Approve the proposed resolution, as amended.

Item 10 - File 172-93-46

Department: Chief Administrative Officer (CAO)

Item: Ordinance authorizing the CAO to execute amendment to an intercounty agreement with the Alameda County Waste Management Authority.

Description: San Francisco has an agreement with Alameda County for the disposal of San Francisco's solid waste and wastewater treatment sludge at the Altamont Landfill. Currently the City only disposes its solid waste at the Altamont Landfill and disposes of its wastewater treatment sludge at the Redwood City Landfill. The City's refuse management company, Sanitary Fill Company, is responsible for paying Alameda County a \$3.74 per ton rate for solid waste disposal services using the Solid Waste Impound Account. The Solid Waste Impound Account is composed of garbage fees which are collected from San Francisco businesses and residents which are set aside for waste disposal purposes. The administrative costs of the City's Solid Waste Program are also funded from this Solid Waste Impound Account.

This per ton rate is adjusted annually according to a formula that is based on several price indices including the Gross Domestic Product Implicit Price Deflator for Producer's Durable Equipment (Non-residential). The Department of Commerce, Bureau of Economic Analysis, which publishes the Gross Domestic Product Implicit Price Deflator for Producer's Durable Equipment (Non-residential), changed the base of this price index. According to the CAO's Office, this change has resulted in a \$.34 per ton increase or from \$3.74 to \$4.08 per ton for the Altamont Landfill disposal services provided to the City, effective October 1, 1992.

The proposed ordinance would amend the Intercounty Agreement for Disposal of Municipal Solid Waste and Wastewater Treatment Sludge between the City and Alameda County to reflect the change in the Gross Domestic Product Implicit Price Deflator for Producer's Durable Equipment (Non-residential) and therefore effectively approve a \$.34 per ton rate increase.

Comments: 1. According to Mr. Joe Johnson of the Solid Waste Program in the CAO's Office, the Altamont Landfill disposes of approximately 600,000 tons of the City's solid waste annually. Thus the \$.34 per ton increase would result in an annual increase of approximately \$204,000 for disposal of the City's solid waste. As previously noted, the Solid Waste Impound

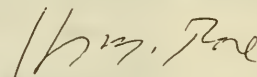
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Account Fund is used to pay Alameda County for disposing of the City's solid waste. The increased annual payments would also be funded through the Solid Waste Impound Account Fund. Although the Sanitary Fill Company directly pays the Altamont Landfill for the City's solid waste disposal services, the Solid Waste Program oversees expenditures made by the Solid Waste Impound Account Fund.

2. While the annual payments for disposal of the City's solid waste would increase as a result of the proposed ordinance, the garbage rates to San Francisco's residents and businesses would not automatically increase. To increase the garbage rates, the Sanitary Fill Company must submit a rate increase request to the City's Solid Waste Rate Board. According to Marcia deVaughn of the Solid Waste Program, the Sanitary Fill Company would not request a garbage rate increase as a direct result of the proposed solid waste disposal rate increase. However, Ms. deVaughn advises that future garbage rate increase requests would most likely reflect the increased cost of solid waste disposal services.

3. Because the proposed amendment would be effective October 1, 1992, the Sanitary Fill Company would be required to pay Alameda County the per ton rate increase retroactively to that date or approximately 15 months retroactively. Based on a per month rate increase of \$17,000 (600,000 tons divided by 12 months equals 50,000 tons per month times \$0.34 per ton), the retroactive payments would be approximately \$255,000 ($\$17,000 \times 15$ months).

Recommendation: Approval of the proposed ordinance is a policy matter for the Board for the Supervisors.


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board

Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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